

【Action Plan Table】

Style 2

Country : Namibia

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No. : 25-3

Job category : Civil engineering

(Date : 9 July 2014)

< Goal of Action >					1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24	
Improving skills of engineers					2014	2015
					1 2 3 4 5 6 7 8 9 10 11 12	1 2 3 4 5 6 7 8 9 10 11 12
					▲ : Deadline	▲
Goal of volunteer	Necessary information	Action	Index	Principal	Process	Necessary equipments
Improving skills of engineers with construction in town	1.Current status	1) Checking of infrastructure 2) Checking of Problems 3) Checking of new plans	1) drawing of existing 2)Proposal of problems 3)List of new plans	1) Volunteer 2) Engineer	_____	1)PC· CAD
	2.Plan	1) Making plans 2) Surveying, drawings 3) Estimation	1) Making process 2) Making plans 3) Getting budget	1) Volunteer 2) Engineer	Rundu Park _____	1)Survey equipment 2)PC· CAD
	3.Construction	1) Preparing for construction 2) Making drawings 3) Management	1) Understanding materials 2) Understanding construction	1) Volunteer 2) Engineer	Rundu Park _____	1)Survey equipment 2)PC· CAD
	4.Inspection	1) Middle and End inspections	1) Understanding Item 2) Understanding inspection methodd	1) Volunteer 2) Engineer	Rundu Park _____	1)PC· CAD
	5.Make efficient	1) Making efficient for routine 2) Making efficient for process	1) Management for PC 2)Clearly stated	1) Volunteer 2) Engineer	Rundu Park _____	1)PC

Setting goal of action: I set goal for requirements of town council and necessary that I think.

Setting action: Town council required me to plan new constructions. And I should manage constructions from planning to constructing.
I set actions for that constructions in detail.

Rundu Town Council needed to plan below.

- Rundu Park
- Public Toilet
- Water Supply System

Annex

I thought about these construction's process and budget. I showed plans for barchart .
We will hold process meeting once a week. We will discuss about progress and problems.
We will do inspection when middle of construction and end of construction.