



# Introduction

This is Part B of a set of Planning and Reporting Guidelines. The set contains the following parts:

- Part A: Planning and Reporting Framework
- **Part B: Developing Plans**
- Part C: Preparing Annual Reports
- Part D: Planning Tools
- Part E: Key Ingredients for Successful Implementation
- Part F: Definitions and Norms

This part of the guidelines is to assist district managers to develop medium-term district and sub-district health plans. It aims to meet the main district planning needs, and should serve as a basis for developing the district health services part of provincial strategic plans (PSPs), as well as for municipal integrated development plans (IDPs). Information on the preparation of PSPs can be found in *Format for Strategic Plans of Provincial Health Departments* (July 2002, Department of Health).

A list of references and useful publications is shown under Part D: Planning Tools.

This part of the guidelines includes the following sections:

- The planning process
  - What is a district health plan?
  - Aligning district, provincial and municipal plans
  - Who should be involved?
  - Planning and reporting deadlines
- Planning structure and steps
  - Plan elements
  - Introductory sections
  - Overview of district health services
  - Service platform plan
  - Expenditure projections
  - Service delivery plan
  - Service gaps
  - Operational planning

It describes the process to be followed and includes a suggested outline for the plan document and examples of tables. Specifically, it will help managers to:

- Incorporate a three-year district service platform plan and budget based on the ten-year provincial service platform plan.
- Determine health priorities based on the challenges identified in an annual report.
- Develop a service delivery plan based on health priorities and available resources.
- Identify and describe service gaps.
- Develop an operational plan from the three-year plan.