



4Cs Review

For reviewing a Plan

WHAT IS NEEDED?

Time: 1-2 hours

Material support: blank version of the 4Cs - Review sheet (see *overleaf*) & pens

> This tool is well adapted to be used in a workshop format, particularly as a peer review exercise.

> Proceed to a review of your plan right after completing it and anytime you modify it to make sure no aspect has been omitted.

The review of a plan is a necessary step in the action planning and implementation process, to track and measure the effectiveness of your initiatives.

The 4Cs Review sheet helps assessing the coherence, completeness, concerns and continuation of an action plan, in order to make sure that it doesn't omit any crucial information.

WHAT FOR ?

- > To review & improve a plan
- > To get structured feedback from peers on a plan

> You can combine this exercise with the **Coherence checklist** to reflect on the intervention logic and robustness of your plan.

HOW TO USE IT?

> When using this tool in a peer review format, you can follow these steps:

- Step 1** One participant introduces the plan under review
- Step 2** Reviewers share their observations on **Completeness** and **Coherence**.
- Step 3** Peers discuss how to update the plan
- Step 4** The participant whose plan is under review presents the **Concerns**
- Step 5** Peers reflect and explore how to address the concerns in the plan
- Step 6** Participant whose plan is under review identifies follow-up steps to take learning points on board in the plan – **Continuation**.



COHERENCE

Checking the plan stacks up

Does it all seem plausible and realistic?

Is it likely that completing all the actions will lead to the desired results?

Does the budget and resource for each action seem appropriate?

Are the actions linked to the overall strategy and the objectives?

Is there a clear & logical path showing how each action contributes to a result?

COMPLETENESS

Checking that all the parts have been considered

Are there one or more specific objectives clearly defined?

Do the results all include suitable measures/metrics?

Is the plan completed to a suitable level of detail?

Is there detail attached to each action e.g. specific activities, timings, ownership etc.?

CONCERNS

Listing the things that still need some attention

These include questions, doubts, or issues you need to focus on.

CONTINUATION

Finding ways to address the Concerns

The next steps for the city. These can be in response to the Concerns, or in response to other things identified during the review process

Activities identified here should have a timescale for completion and a responsible person allocated as a minimum.