

Design of Distribution Plan

Final design of the distribution plan

The final plan should be easy to read and focused around a distribution table/spreadsheet. There are three levels of a distribution plan, just as there are levels of transport and warehousing. The country plan will show total for the country, and will divide the country into product destinations (whether provincial, regional or your organisation's office responsible areas). Therefore, if country A has province W,X,Y,Z and the logistics unit, and national level is sending items to W,X,Y and Z, then that is the national distribution plan.

The secondary level will take one province, for example Z, and will split that into the various EDP's that your organisation will handover to. Province Z, therefore, may be distributing to 35 EDP's, as an example. The quantities being organized for each EDP forms the basis of the province Z plan, the secondary plan (when compared to national level).

The last level, the tertiary level, is normally the plan drawn up by the counterpart. This lists the names of the beneficiaries, or schools, or health posts that the items are destined for. This list reconciles the planned quantities with real beneficiaries, so that for each province Z EDP, there exists a plan one level down.

Without the last plan, we cannot see whether the supplies sent were enough, too much, or too little. This is the cornerstone of accountability.

For the portions of the plan where your organisation still manages the supplies the important information that should be included has already been noted. By going to the Annexes, you will find the [distribution plan template](#) that is available for modification and use.