

Tuttaherohum Wa Tuzakkihim Beha (TWT) Barnamaj - 1446H

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
27	28	29	30	31 January	1 February	2 February
28 Rajjab al-Asab	29 Rajjab al-Asab	30 Rajjab al-Asab	1 Shaban al-Kareem	2 Shaban al-Kareem	3 Shaban al-Kareem	4 Shaban al-Kareem
	Ready Reckoner for KGs and CMs	TWT meeting with SMEs for the TWT execution plan	Submit TWT budget on TWT module	Committe Orientation - Helpdesk and Feedback Management	Submit TWT budget on TWT module	
	Charter Revisions	EDP administrative meeting guidelines to be released for Ops	Ops Email to KGs & TWS > EDP meeting agenda and EDP plan > CM and POC details	Submit TWT budget on TWT module	Ensure operation has shared the Mawaaze contact with KG and TWS	
	TWT Resource page updation initiation	Bassateen process finalisation	Committe Orientation - Educational Seminar	EDP document submission	Acknowledge of Target are updated on TWT module	
	KGs and CMs data updated on TWT module	AFSM requirement to be initiated	Requirement document to be shared with IT team for Project Bassateen	Current status of EDP to be shared	Individual Form questionnaire changes if any	
	SHND Committee Orientation	TWT Resource Page updation in progress	TWT Resource Page updation in progress	TWT Resource Page updation in progress	TWT Resource Page updation in progress	
		AFSM Meeting with KG				
3	4	5	6	7	8	9
5 Shaban al-Kareem	6 Shaban al-Kareem	7 Shaban al-Kareem	8 Shaban al-Kareem	9 Shaban al-Kareem	10 Shaban al-Kareem	11 Shaban al-Kareem
Committee member to Initiate connect with KGs and start discussion on TWT mawaaze Planning	Arrange venue for TWT Programs	Potential cases that can be interviewed for Economic well being case study will be shared with the CMs	Prepare a list of mumineen who have not participated in Husain scheme	Identify and prepare a list of potential interests in solar setup	Communications and Marketing guidelines to be shared with CMs	
Submit TWT budget on TWT module	Be ready with the Trainers for TWT programs	Reminders to be sent for Budget submission - OPS to CMs	Reminders to be sent for Budget submission - OPS to CMs	Committee Orientation - Communications and Marketing	Marketing resources to be made available	
Feedback questionnaire to be finalized	Submit TWT budget on TWT module	TWT Resource Page updation in progress	TWT Resource Page updation in progress	Last day of TWT budget submission on TWT module	Share training level guideliness with Committee members	
TWT Resource Page updation in progress	TWT Resource Page updation in progress	Feedback questionnaire to be finalized	Feedback Questionnaire to be shared with IT team for configuration	TWT Resource Page updation in progress	TWT Resource Page updation completed	
	Feedback questionnaire to be finalized					
10	11	12	13	14	15	16
12 Shaban al-Kareem	13 Shaban al-Kareem	14 Shaban al-Kareem	15 Shaban al-Kareem	16 Shaban al-Kareem	17 Shaban al-Kareem	18 Shaban al-Kareem
Identify the need of cousselling case based on the historical data and Identify the potential candidate who can be onboard as counsellors	Potential cases that can be interviewed for Qardan Hasana application study will be shared with the KGs	Initiate with Marketing of TWT at mawaaze level	Shab-e-Baraat	Communication to be made to committee members sharing - Product Life cycle document and Roles and responsibilities subject wise along with Timeline of conversion for better clarity and planning	TWT Module LIVE	
Daily committee member should connect with KGs and discussion on TWT planning	Daily committee member should connect with KGs and discussion on TWT planning	Identified list of House , Shop and factory visit to be conducted during sherullah	Identify group of mumineen who need to targeted for Training and workshop as per guideliness shared	TWT tutorial video preparation	TWT tutorial video preparation	

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		Daily reporting Format to be shared with Committee members	Daily subject wise awarness and marketing to be done	Daily subject wise awarness and marketing to be done	Daily subject wise awarness and marketing to be done	
		Daily committee member should connect with KGs and discussion on TWT planning	Daily committee member should connect with KGs and discussion on TWT planning	Daily committee member should connect with KGs and discussion on TWT planning	Final TWT Mawaaze Planning document to be shared by committee members to central team	
17	18	19	20	21	22	23
19 Shaban al-Kareem	20 Shaban al-Kareem	21 Shaban al-Kareem	22 Shaban al-Kareem	23 Shaban al-Kareem	24 Shaban al-Kareem	25 Shaban al-Kareem
Connect with Mumineen and finalized interview date and time for EW review	Connect with Mumineen and schedule interview date and time for Qardan Hasan review	Daily subject wise awarness and marketing to be done	Daily subject wise awarness and marketing to be done	Initiated with Training registration process		
Daily subject wise awarness and marketing to be done	Daily subject wise awarness and marketing to be done	Communication to be made to TWS for Orientation program				
Access communication to KGs and TWS for TWT module	TWT Tutorial video to be shared with KGs					
24	25	26	27	28	1 March	2
26 Shaban al-Kareem	27 Shaban al-Kareem	28 Shaban al-Kareem	29 Shaban al-Kareem	1 Shehruallah-II-Moazzam	2 Shehruallah-II-Moazzam	3 Shehruallah-II-Moazzam
Photographer and venue is finalized by Mawaaze	TWT orientations - Tawali-us-Salat	Partnership Training program - Committee Member	Qardan Hasana Promotion	EDP Meeting and reporting	Training 1	
Helpdesk setup is completed	TWT Satellite office is setup	Istiqbaal of KG and TWS	TWT Intorduction Bayan in mauze	Mohammedi Scheme Collection	Individual Visits begin	Individual Visits
		Communication is shared with KG , TWS and Mumineen about TWT office and helpdesk timing	Detail presentation along with all relevant planning document is prepared and kept ready for EDP meeting	TWT Planning document presented with day wise activity plan by committee	Economic well Being evaluation	Economic well Being evaluation
		TWT Satellite office is up and running		Qardan Hasana Awareness	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am
		Take confirmation on the schedule of seminars and workshops from khidmat guzaar & secretary.		Husain Scheme Tafheem	Ensure Mohamedi Scheme Entry is completed on the QH software	HS New account Tafheem
				Daily Operation call with POC for TWT	Weekly Call with ZI at Jamiaat Level	Daily Operation call with POC for TWT
3 March	4	5	6	7	8	9
4 Shehruallah-II-Moazzam	5 Shehruallah-II-Moazzam	6 Shehruallah-II-Moazzam	7 Shehruallah-II-Moazzam	8 Shehruallah-II-Moazzam	9 Shehruallah-II-Moazzam	10 Shehruallah-II-Moazzam
Household Budget - focused tafheem	Ashara Ohbat	Ashara Ohbat		Mohammedi Scheme Collection	Training 2	
Individual Visits	Individual Visits	Individual Visits	Individual Visits	Individual Visits	QH application review	QH application review
Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Individual Visits	Individual Visits

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Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	
DBohra reg & Bussiness verifi	DBohra reg & Bussiness verifi	HS New account Tafheem	HS New account Tafheem	DBohra reg & Bussiness verifi	Weekly Call with ZI at Jamiaat Level	Daily Operation call with POC for TWT	
Counsellor Identification	Counsellor Identification	Renewable energy Lead generation	Renewable energy Lead generation	Renewable energy Lead generation	Ensure Mohamedi Scheme Entry is completed on the QH software	Partnership tafheem	
Partnership tafheem	Partnership tafheem	Partnership tafheem	Partnership tafheem	Partnership tafheem	Ensure Mohamedi Scheme Entry is completed on the QH software	Pehla Daska Achievement Cut off date	
10 March	11	12	13	14	15	16	
11 Shehrullah-II-Moazzam	12 Shehrullah-II-Moazzam	13 Shehrullah-II-Moazzam	14 Shehrullah-II-Moazzam	15 Shehrullah-II-Moazzam	16 Shehrullah-II-Moazzam	17 Shehrullah-II-Moazzam	
Muzakeraat	Muzakeraat	Muzakeraat	Muzakeraat	Muzakeraat	Washeq Raat	Muzakeraat	
			Qardan Hasana Promotion	Mohammedi Scheme Collection	Daily Report to be submitted to	Daily Report to be submitted to central	
Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Weekly Call with ZI at Jamiaat Level	Daily Operation call with POC for TWT	
Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	EW Interview	Renewable energy Lead generation	
HR consultancy lead generation	HR consultancy lead generation	QH application review	QH application review	EW Interview	Counsellor Identification	HR consultancy lead generation	
IDD visits and consultant identificati	IDD visits and consultant identificati	SHND cases	SHND cases	HS New account Tafheem	Ensure Mohamedi Scheme Entry is con	SHND cases	
Individual Visits	DBohra reg & Bussiness verifi	DBohra reg & Bussiness verifi	DBohra reg & Bussiness verifi	IDD visits and consultant identification	SHND cases	HS New account Tafheem	
Pehla Daska reporting preparation	Pehla Daska reporting preparation	Pehla Daska reporting preparation	Final Report Prepared and submitted	Counsellor Identification			
17 March	18	19	20	21	22	23	
18 Shehrullah-II-Moazzam	19 Shehrullah-II-Moazzam	20 Shehrullah-II-Moazzam	21 Shehrullah-II-Moazzam	22 Shehrullah-II-Moazzam	23 Shehrullah-II-Moazzam	24 Shehrullah-II-Moazzam	
Washeq Raat	Maulana Ali Shahadat - Waaz	Washeq Raat/	Mohammedi Scheme Collection				
Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	Lailatul-Qadr	Daily Report to be submitted to central office by 11 am	Daily Report to be submitted to central office by 11 am	
Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT		Weekly Call with ZI at Jamiaat Level	Daily Operation call with POC for TWT	
SHND cases	QH application review	QH application review	QH application review		Ensure Mohamedi Scheme Entry is completed on the QH software	DBohra reg & Bussiness verifi	
	Individual Visits		Individual Visits		SHND cases	IDD visits and consultant identification	
24 March	25	26	27	28	29	30	
25 Shehrullah-II-Moazzam	26 Shehrullah-II-Moazzam	27 Shehrullah-II-Moazzam	28 Shehrullah-II-Moazzam	29 Shehrullah-II-Moazzam	30 Shehrullah-II-Moazzam	1 Shawwal-al-Mukarram	
				Washeq Raat	Eid-UI-Fitr Raat		
Husain Scheme participation	TWT MODULE CLOSED for KG for Final Reporting	Final Report preparation	Mohammedi Scheme Collection			Final Report and Closure document	
	Skill assessment submission	Skill assessment submission	Skill assessment submission	Skill assessment submission	Skill assessment submission		

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HR consultancy lead generation	EW Interview	EW Interview				
Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT	Daily Operation call with POC for TWT		
Final Achievement Cut off date	Closure report submission	Closure report submission	Closure report submission	Closure report submission		
31	1 April	2	3	4	5	6
2 Shawwal-al-Mukarram	3 Shawwal-al-Mukarram	4 Shawwal-al-Mukarram	5 Shawwal-al-Mukarram	6 Shawwal-al-Mukarram	7 Shawwal-al-Mukarram	8 Shawwal-al-Mukarram
8	9	10	11	12	13	14
4 Shawwal-al-Mukarram	5 Shawwal-al-Mukarram	6 Shawwal-al-Mukarram	4 Shawwal-al-Mukarram	5 Shawwal-al-Mukarram	6 Shawwal-al-Mukarram	6 Shawwal-al-Mukarram