WORK PLAN TEMPLATE

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| section 1 | implementation plan |

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| Objective 1 | Insert objective here[[1]](#footnote-1) |
| Product/Result 1: Insert product/result 1 here |
| Activities | insert year here | Lead Person, organization or applicant partner |
| Q1[[2]](#footnote-2) | Q2 | Q3 | Q4 |
| 1.1 |  |  |  |  |  |  |
| 1.2 |  |  |  |  |  |  |
| 1.3 |  |  |  |  |  |  |
| 1.4 |  |  |  |  |  |  |

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| --- | --- |
| Objective 2 | Insert objective here |
| Product/Result 2: Insert product/result 2 here |
| Activities | insert year here | Lead Person, organization or applicant partner |
| Q1 | Q2 | Q3 | Q4 |
| 2.1 |  |  |  |  |  |  |
| 2.2 |  |  |  |  |  |  |
| 2.3 |  |  |  |  |  |  |
| 2.4 |  |  |  |  |  |  |

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| --- | --- |
| Objective 3 | Insert objective here |
| Product/Result 3: Insert product/result 3 here |
| Activities | insert year here | Lead Person, organization or applicant partner |
| Q1 | Q2 | Q3 | Q4 |
| 3.1 |  |  |  |  |  |  |
| 3.2 |  |  |  |  |  |  |
| 3.3 |  |  |  |  |  |  |
| 3.4 |  |  |  |  |  |  |

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| Section 2 | planned collaboration with others |

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| Name of Organization | Planned Collaboration / Activities[[3]](#footnote-3)  |
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| Section 3 | indicators[[4]](#footnote-4), data collection and reporting  |

1. Indicators

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| --- | --- | --- | --- | --- | --- |
| Indicator[[5]](#footnote-5) | Target | Target Date | Data disaggregating (by sex) | Data source / collection tool | Responsible person/organisation |
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Coordination of Data Collection

1. Reporting time frame
	* Mid-term Progress report Date:
	* Final Evaluation Date:
	* Final Report Date:

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| Section 4 | contact information of key personnel |

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| Insert name of applicant institution here |
| Position | Name | Address | Telephone # | Fax # | E-mail |
| Main responsible person |  |  |  |  |  |
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| Insert name of partner institution (e.g. centre of competence) here |
| Position | Name | Address | Telephone # | Fax # | E-mail |
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|  |  |  |  |  |  |

1. See application form for information on objectives, activities and indicators. [↑](#footnote-ref-1)
2. Please adapt according to your project (e.g. Jan., Feb, etc. instead of Quarter 1, Quarter 2, etc.) [↑](#footnote-ref-2)
3. See application form for information on objectives, activities and indicators. [↑](#footnote-ref-3)
4. Include indicators of the CoopAfrica Indicators Matrix. [↑](#footnote-ref-4)
5. See application form for information on objectives, activities and indicators. [↑](#footnote-ref-5)