### Annex: Project workplan / Implementation Plan

*Describe and explain in a narrative manner, the activities that will deliver your outputs and outcomes. Include gender activities.*

*For projects with unsecured funding, clearly indicate which outputs and activities will be covered by the secured funding.*

Project Work Plan

| **ID** | **Project Outputs & Activities** | **Responsible Division/RO1** | **Partner(s)** | **Year 1** | | | | **Year 2** | | | | | **Year 3** | | | | | **Year 4** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Q1** | **Q2** | **Q3** | **Q4** | | **Q1** | **Q2** | **Q3** | **Q4** | | **Q1** | **Q2** | **Q3** | **Q4** | | **Q1** | **Q2** | **Q3** | **Q4** |
|  | A) Project EA/Outcome: *as in Logical Framework* | *Name Division / Org Unit* |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 1 | *State the activity [[1]](#footnote-1)* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 2 | *State the activity* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
|  | B) Project Output: *as in Logical Framework* | *Name Division / Org Unit* |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 1 | *State the activity* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 2 | *State the activity* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
|  | C) Project Output: *as in Logical Framework* | *Name Division / Org Unit* |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 3 | *State the activity* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| 4 | *State the activity* |  | *Name Partner* |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |
| Etc. | D) Project Output ..etc. |  |  |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  |

1: Must be the Division/Organisational Unit responsible for delivering Project Outputs (all activities below a Project Output fall under that Responsible Division).

1. *Activities described at the outcome level should not duplicate from those at the output level. These are activities and risk mitigation measures that are necessary for the attainment of the outcome.*

   [↑](#footnote-ref-1)