Capacity Building Grant Project Plan

The project plan should help demonstrate a clear approach to the project by outlining the key steps required and all tasks to be considered (for example, promotion, procurement, training, evaluation, reporting), as well as realistic timeframes to ensure the project can be completed by the proposed end date.

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| **Funding opportunity name** |  |
| **Organisation name** |  |
| **Organisation ID** |  |

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| **Activities** | **Outputs** | **Responsibility** | **Time frames** |
| List the individual tasks you will do to help you achieve your project objectives in order they will be done (see examples below) | Direct results associated with an activity | Officer responsible for managing the task | Give us dates you expect to start and end each task |
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