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.

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

| **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 | 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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