**PROJECT WORK PLAN TEMPLATE**

You may use this template to submit your work plan or submit an alternative format.

Identify the key outcomes/changes from your proposal and list the key activities or actions you will do to achieve the changes in your project. Identify who will be responsible and when the action will take place.

Identify any milestones that show you are making progress towards achieving the change/outcome.[[1]](#footnote-1)

|  |  |  |
| --- | --- | --- |
| **OUTCOME/CHANGE 1** | **WHO IS RESPONSIBLE** | **BY WHEN** |
| LIST OF ACTIVITIES/ACTIONS |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **OUTCOME/CHANGE 2** |  |  |
| LIST OF ACTIVITIES/ACTIONS |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **OUTCOME/CHANGE 3** |  |  |
| LIST OF ACTIVITIES/ACTIONS |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **LIST OF PROJECT MILESTONES** |  |  |
|  |  |  |
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|  |  |  |
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1. A milestone can be a key event, deliverable or step in your project that indicates progress is being made. [↑](#footnote-ref-1)