

Implementation Plans

1. Abstract
2. Context/background
3. Goal and objectives
4. Stakeholder analysis
5. Problem tree and/or SWOC and/or needs and asset assessment (or methods)
6. Log Frame
7. M&E plan and matrix –Complete matrix and adjusted to monthly reporting template.
 - ✓ Sustainability plan (a brief description of who will continue your work when you leave or who will be in charge of utilizing the work you produced)
8. Timeline or Gantt chart
9. List of materials (knowledge and tools) needed prior to departure
10. List of deliverables at the end of project period
11. Project budget allocated by sources (RIFA, project host, additional grants, personal etc.)