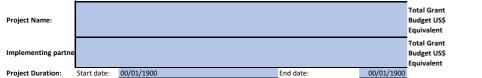| **Implementation Plan**	
Name of Organization:	
	Instructions/Guidance :
Activity Number:	Adopt a numbering system to specify/represent every unique project activity. For example: For Objective 1 acitivities, you may adopt 1.1, 1.2, 1.2.1, 1.2.2 e.t.c as applicable
Project Activity Description:	Use simple sentence to describe every unique activity. You may start each sentence with an action word. Take note that each sentence where applicable must specify quantity For example: Train (20) maintenance staff routine maintenance and operation of solar home systems
Type of Activity:	Attempt to indicate the concise or most appropriate type of project activity you are describing in your workplan. The types of project activity may include but not limited to the following: - *Market Development Activities* - *HR Recruitments* - *Service Provision(please list relevant services)* - *M&E Data Collection and Data Validation* - *Program Management* - *Program Management Meeting and related trip* -*Quality Assuarance/Quality Improvement (QA/QI)* -*And others*
Frequency of Activity:	Indicate if the frequency of the activity is: - *Daily* - *Weekly* - *Monthly* - *Quarterly* - *Bi-annual* - *Annual* - *Once-off activity*
Responsible Lead Entity (ies):	Indicate who or which entity is responsible for leading the activity: - *Project Director* - *Technical Specialist* - *Project Finance Manager/Officer* - *Project MER Manager/Officer* - *Add others*
Timelines:	To indicate the specific timelines that each activity will occur, Mark the corresponding box with **"X"** or *shade the corresponding box with a perpcular colour*
Note: Kindly add rows as deemed fit	
Project Start-up activities	They are activities that must occur at the onset of the project. Usually, they are most probable activities that will engender the smooth take-off of the project.
Detailed Project Implementation Activities (By Objectivies)	These activities should be the core technical Implementation program activities that seek to ensure that the project attains its desired goal and objectives. They may be listed chronologically or in a fashion that helps in ensuring that critical implementation steps are followed in a result-oriented manner. Detailed Implementation Workplan should be structured by RFA Objectives as detailed your program description. For Example: Objective 1: Objective 2: Objective 3:
Project Monitoring, Evaluation, Learning and Reporting Activities	All activities to be listed here must speak directly to Monitoring, Evaluation, Learning and Reporting activities

Annex 2: ACTIVITY BASED BUDGET

Project Name:		Total Grant Budget US$ Equivalent	700
Implementing partner		Total Grant Budget US$ Equivalent	200
Project Duration:	Start date: 00/01/1900	End date: 00/01/1900	

I- Project Activity related costs

Output	Activities	Detail of Activity	Breakdown	Units Type	F No. of Units	G Frequency	H Unit Cost US$ (Grant)	J=FxGxH (GRANT) Total Grant Budget US$	K=FxGxH (Leverage) Total Leverage Budget U	TOTAL BUDGET	Budget Notes/ Narrative
Ouput 1	1.1				1	1	200	200	500	700	
								-		-	
	1.2							-		-	
								-		-	
	1.3							-		-	
								-		-	
Ouput 2	2.1							-		-	
								-		-	
	2.2							-		-	
								-		-	
	2.3							-		-	
								-		-	
3	3.1							-		-	
								-		-	
	3.2							-		-	
								-		-	
	3.3							-		-	
								-		-	
		Total Activity related costs						200	500	700	

II- Project Personnel Cost

								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
								-		-	
		Total Personnel Cost						-	-	-	

III- Other Project Direct Costs/Admin Costs

								-		-	
								-		-	
								-		-	
								-		-	
		Total Project Admin/Indirect costs						-	-	-	
Total Project Costs								200	500	700	

ANNEX 2: Implementation Plan Template

Name of Organization:	
Request For Application No:.	
Project title:	
Start Date:	
End Date:	

Activity Number	Project Activity Description	Type of Activity	Frequency of Activity	Responsible Lead - Who is responsible for overseeing and implementing the task?	Evaluation Indicators and Milestones How will you measure the success of the task?	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
Detailed Project Implementation Activities																	
Output 1:																	
Output 2:																	
Output 3:																	
Project Monitoring, Evaluation, Learning and Reporting Activities																	