

WORKPLAN

Please use the model provided. Applicants are expected to complete a one-page work plan for each project year.

For each year of your project proposal, please complete a work plan indicating the deadlines for each outcome and the period and location in which your activities will take place. Please create additional work plan tables if further space is needed.

The same reference and sub-reference numbers as used in the logical framework matrix must be assigned to each outcome and related activities.

Activity carried out in the Programme Country: = (E.g. activity in France for two weeks in the first month of the project 2= under M1)

Activity carried out in the Partner Country (ies): X(E.g., activity in Tunisia for three weeks in the second month of the project: 3X under M2)

WORKPLAN for project year 1

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
5.1	Establish the Quality committee	1		x										
7.1	Organizing the Kick-off Meeting	1		x										
7.2	Establishment of management and operational structures	1												
7.3	Establishment of Training and Technical Group (TTG)			x										
7.4	Hiring External Auditors	6				3x,3=								
6.1	Elaboration of project image and dissemination materials	8					6x,2=							
1.2	Identify training needs for officers of CTIs.	4							4x					
3.1	Establishment of center offices and departments	6							6x					
3.2	Hardware equipment at the Centers	16							16x					
6.1	Dissemination and exploitation plan	8							2x,6=					
6.2	Planning, image and dissemination activities	8							8x					
1.5	Prepare a report that serves as the road map for the implementation of the project	6								6x				
2.1	Development of Long-Term Capacity Building Plan	6								3x,3=				
5.2	Develop a monitoring, evaluation, and quality	4								4=				
5.4	Hire External Monitor	4								4=				

2.2	Selection of Training Staff	3							3x					
2.4	Training of trainers for participation at CTIs	5									5=			
6.3	Workshops and Info-days	8											8x	
6.4	Organizing an Electronic Town Meeting	3											2x,1=	
7.7	Financial and Administrative Management	52	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=
7.9	Consortium meeting	2						=						=

WORKPLAN for project year 2

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
5.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	4						2x,2=						
4.2	Creation of database of CTIs and support function	10						5x,5=						
4.3	Training activity	8								8x				
4.4	Consulting activity	8								8x				
2.4	Training of trainers for participation at CTIs	5									5=			
5.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	4												2x,2=
5.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	4						2x,2=						
4.2	Creation of database of CTIs and support function	10						5x,5=						
4.3	Training activity	8								8x				
7.7	Financial and Administrative Management	52	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=
7.8	Submission of Intermediate report	6						6x						
7.9	Consortium meeting	2						=						x

WORKPLAN for project year 3

Activities		Total duration (number of weeks)	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12
Ref.nr/ Sub-ref nr	Title													
5.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	4						2x.2=						
2.4	Training of trainers for participation at CTIs	5							5==					
6.5	Organizing Local Final Conference	8									8x			
6.6	Developing a sustainability plan	10									10x			
5.3	Write progress reports that elaborate the progress of the project and address it to the project coordinator	52	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=
7.7	Financial and Administrative Management	52	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=	4x=
7.8	Submission Final Reports	4												4x
7.9	Consortium meeting	2					=				x			