

FOCUS

What challenge does this work address?

OBJECTIVES

Your 2–3 clear, measurable objectives.

TARGET GROUPS

Who takes part in, or benefits from, the work?

ACTIVITIES

Each activity – with its owner, timeframe and the resources it needs.

EXPECTED OUTCOMES

What will change as a result?

ETHICS

Consent, inclusion, data protection and power balance.

SOLUTIONS TO CONTINUE

What continues after the project – and who owns it?

STAKEHOLDERS BEYOND THE PROJECT

How you keep partners and allies engaged over time.

INSTITUTIONAL SUPPORT

Recognition, funding, staff time or space secured.

RISKS & RESPONSES

Main risks (time, space, budget...) and how you will handle them.

SUCCESS INDICATORS

2–3 simple indicators, and how you will measure each one.