**WORKPLAN (TIMELINE)**

This tool has been adapted to emergency and humanitarian crisis contexts from:

* *Project Cycle Handbook*, Tdh, 2012
* *Participatory approaches: a facilitator’s guide, VSO*

The workplan – or timeline, activity schedule or Gantt Chart – is used during *strategic planning* at the time of operational planning. The work plan analyses and presents project or programme activities in graph form. It shows the project schedule, and a detailed definition of the resources (human, material, and financial) required to carry out the project. It can be used to check whether the strategic plan is consistent with available means. Do not underestimate the importance of a good work plan as, later on, it can be used as a basis for monitoring activities. In addition, workplan can be used as an internal or external accountability tool.

The workplan is a tool that can also be used in other project cycle phases such as monitoring. In that case, you just need to adjust the content to the matter at hand.

*Tips for designing a workplan:*

* Keep in mind that an activity schedule considers and determines what will happen, when and for how long it will happen, and in which order activities will be carried out (dependencies);
* Draft the activity plan only after activities have been defined; in other words, once all objectives, assumptions, indicators and means of verification have been completed in the logframe matrix;
* Define a set of activities for each output;
* Establish in which order key activities will take place;
* Do not forget transversal activities; for instance, those related to assessment, monitoring, evaluation and capitalisation.

***WORKPLAN (TIMELINE) TEMPLATE***

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **COUNTRY :** | | | | | | | | | | | | |
| **PROJECT TITLE :** | | | | | | | | | | | | |
| **DATE OF IMPLEMENTATION :** | | | | | | | | | | | | |
| **ACTIVITIES** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** | **JUL** | **AUG** | **SEP** | **OCT** | **NOV** | **DEC** |
|  | *Adapt the months to the project duration, starting and ending date.* | | | | | | | | | | | |
| Ouput 1 : XXXX  *The wording and numbering of outputs and activities should exactly match the logical framework.* | | | | | | | | | | | | |
| *Activity 1.a : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.b : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 1.c : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Add row as needed* | | | | | | | | | | | | |
| Output 2 : XXXX | | | | | | | | | | | | |
| *Activity 2.a : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.b : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 2.c : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Add row as needed* | | | | | | | | | | | | |
| Output 3 :XXXX | | | | | | | | | | | | |
| *Activity 3.a : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 3.b : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Activity 3.c : xx* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Add row as needed* | | | | | | | | | | | | |
| Assessment, monitoring, evaluation, capitalisation  *Transversal activities may not be mentioned in the narrative part or logical framework of the project document. However, do not omit to mention any of them in the* | | | | | | | | | | | | |
| *Situation analysis* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Baseline study* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Real-time evaluation* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Mid-term evaluation* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Final evaluation* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Capitalisation* |  |  |  |  |  |  |  |  |  |  |  |  |
| *Add row as needed* | | | | | | | | | | | | |