

Activity Planning Tool: Linking planning and action for results

Project/Programme:

Output/Activity

Which outcome(s) does this activity relate to?
(activities/resource/publication etc.)

When are we going to do this?

Outcomes

Which outcome(s) does this activity relate to?
(refer to the project's program logic)

Key Audience

When are we going to do this?

Key Messages

What are the key messages that by doing this output/activity, we want to get across?

Success

What would success look like?
(refer to your evaluation planning document)

How will we show we have been successful?
(refer to your evaluation planning document)

Key Communications

How will we get the message out there about this output/activity?

Key Resources

What are the key resources that we will need to undertake this output/activity?

