

Activity Planning Tool: Linking planning and action for results

| Project/Programme: | | | | |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|--|--|
| Output/Activity | Success | Key Communications | | |
| Which outcome(s) does this activity relate to? (activities/resource/publication etc.) | What would success look like? (refer to your evaluation planning document) | How will we get the message out there about this output/activity? | | |
| When are we going to do this? | | | | |
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| Outcomes Which outcome(s) does this activity relate to? (refer to the project's program logic) | | | | |
| Vov Audiones | | | | |
| Key Audience When are we going to do this? | How will we show we have been successful? (refer to your evaluation planning document) | Key Resources What are the key resources that we will need to undertake this output/activity? | | |
| Koy Mossagos | | | | |
| Key Messages What are the key messages that by doing this output/activity, we want to get across? | | | | |
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| Stakeholders | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--|
| Who are the key stakeholders that we need to have involved to undertake this output/activity? (refer to the projects impact planning document) | | Who are the key stakeholders that we need to follow up with after to undertake this output/act (also refer to the projects impact planning document) | | |
| Who needs to be contacted/involved/included/invited? | When or how should they be contacted/involved/included/invited? | Who needs to be contacted/involved/included/invited? | When or how should they be contacted/involved/included/invited | |
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Risks & Uncertainties

What risks might arise from undertaking this output/activity? Are there any uncertainties involved?