

Template: Establish implementation plan and progress monitoring

List the activities in the first column of the table below and define when each activity should be completed in the timeframe on the right hand side. Specify who is responsible for each of the activities (second column). Use the excel file “Budget calculation” to include the budget for each activity in the third column of the implementation plan. Specify the outputs/deliverables in the fourth column. In the following section of the table define periodic visits to the implementation sites and annotate the comments from the responsible during the visits. In the bottom of the table list all the reporting activities performed. Refer to the info sheet for further explanations and examples.

Activities				Timeframe (weeks or month)							
Activity to be performed	Person responsible	Resources	Output (deliverable)	1	2	3	4	5	6	7	8
...								
...								
...								
...								
...								
Date of visit to the construction sites				Comments from the responsible							
...				...							
...				...							
...				...							
Who was inform of progress and when?											
...											
...											
...											