LET'S CREATE SPACES FOR CHILDREN AND FAMILIES TO THRIVE

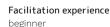
Format







few hours - few days





Activity planning

What is it? This template can support you in planning different activities for the implementation phase of your project. It describes a series of phases which implementation may involve and indicates what is needed in each phase for reaching the success of the project.

How to use it? Identify the phase where you are at in the project. Then, identify the phase in which you aim to be. For each phase between your current and target point, list activities that will build a pathway towards achieving the project goals. List as many activites as you think are needed to ensure the project's long-term success.

Keep in mind: This template is helping you to think of activities in relation to the implementation themes. Once you finish this activity, it will be useful to see the distribution of these activites over a timeline. Map the current moment and phase where you are in, as well as the end-point. Some activities may overlap in time - consider if you could combine or reduce them. Think about the burden that planned activities may have on your team and target communities.

Identifying	Aligning	Approvals & agreements	Resourcing	Outcomes
Identifying team members, potential partners and service providers for the implementation; establishing the conditions for working together	Gathering the wider project team around the shared goals, vision and core principles; establishing a communication and advocacy plan	Applying for approvals and permissions required for the project; securing partnership agreements and a shared project or activity outline	Project team, partners and supporters identify and mobilise financial and other resources, campaigns and strategies	Agree on the main project deliverables, including pilots and meanwhile uses; discuss timelines and milestones
Activity 1	Activity 1	Activity 1	Activity 1	Activity 1
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	Procurement & construction	Measuring & knowledge sharing	Reviewing & revising	Sustaining
	Considering where and how to procure the relevant skills, materials or support for implementation and operation; construction milestones	Measuring and reporting on impact and effectiveness; sharing lessons learned	Reviewing the project's process and impact; revising the partnerships, team, activity plans	Building appropriate structures and mechanisms to ensure long- term commitment to project goals and continuity; building a maintenance and activation plan
	Activity 1	Activity 1	Activity 1	Activity 1





