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| **Tool 4a: Narrative Work Plan Template** |
| Producing ISCL recommendationsObjective 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| Activity | Description | Deadline | Milestone | Person in charge |
| Activity 1.1: Name of activity | Describe the activity | When should be complete the activity | Critical indicator of result | The person and organization in charge of the work |
| Activity 1.2: Name of activity | Describe the activity | When should be complete the activity | Critical indicator of result | The person and organization in charge of the work |
| …. |  |  |  |  |

Timeline templates

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Responsible** | **Status** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| **Activity 1.1** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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| **Tool 4b: Timeline Work Plan Template** |
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| **Activity** | **Responsible** | **Status** | **Year 1** | **Year 2** | **Year 3** | **Year 4** |
| Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 | Q1 | Q2 | Q3 | Q4 |
| **Activity 1.1** |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| Task | Insert | Not started |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

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| **Tool 4c: Budget Template** |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Contents** | **Implementing by** | **Total** | **Co-financing** | **Sources** | **Year 1** | **Year 2** | **Year 3** |
|  |  |  |  |  |  |  |  |
| **Objective 1** |  |  |  |  |  |  |  |
| ***Activity 1.1*** |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Activity 1.2*** |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Subtotal - Objective 1** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Objective 2** |  |  |  |  |  |  |  |
| ***Activity 2.1*** |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| ***Activity 2.2*** |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
| *Insert budget line heading* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Subtotal - Objective 2** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** |  |  |  |  |  |  |  |

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