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**Project Plan Template**

**See THET’s guidance sheet: How to complete a project plan**

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| **Project Plan** | | | | |
| **Objectives**  **(The changes you expect to achieve)** | **Indicators**  **(How will you know the objective has been achieved?** | **Target** | **Means of Verification also referred to as Sources of Information**  **(How will you get the evidence for this achievement?)** | **Assumptions**  **(Conditions, actions, processes that need to be in place but are beyond the project’s remit)** |
| ***Goal Statement*** |  |  |  |  |
|  |  |  |  |
| ***Outcome Statements*** |  |  |  | ***Outcome-to-goal assumptions*** |
| 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| ***Output Statements*** |  |  |  | ***Output-to-outcome assumptions*** |
| 1. |  |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |

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| **Activities** | **Timing of Activities** | | | | | | | | | | | | | | | | | | | |
| **Months** | | | | | | | | | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
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