



PROJECT PLAN: IMPLEMENTATION PHASE

WORKSHEET

What is it for?

This worksheet supports researchers and policy teams in translating project concepts into actionable plans.

The implementation phase of a research project is the “hot phase” before reaching the finish line. Therefore, prudent short-, mid-, and long-term planning can help not to lose any threads.

By breaking your work into smaller packages, assigning responsibilities, and setting milestones, you can stay organized and on track.

Use this worksheet to plan your next steps, check what’s realistic, and make sure your project stays connected to its overall goals.

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Step by Step

- 1 In a first step, identify your relevant work packages: What needs to happen – sometimes in parallel – before your project is implemented?
- 2 In a second step, identify the person responsible for each work package (is it you, your assistant, your supervisor, your comms department...) and list all tasks, outputs, and milestones for each work package.
- 3 Finally, draft a timeline. Place all tasks and milestones in a calendar sheet, taking into account other responsibilities, commitments, and tasks you may have in other projects.

Optional: Go through your timeline with a colleague or supervisor for a reality check. Is this feasible? Are there any external factors that could impact your plan?

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WORK PACKAGE	TASKS	OUTPUTS	MILESTONES
FINALISING THE PRODUCT Responsible:			
OUTREACH & ENGAGEMENT Responsible:			
DISSEMINATION & COMMUNICATION Responsible:			
ADVOCACY & FOLLOW-UP Responsible:			
MONITORING & EVALUATION Responsible:			
SUSTAINING IMPACT Responsible:			

PROJECT PLAN: IMPLEMENTATION PHASE



MONTH:

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

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