



Project Plan Template

An overview of the project

Include information on what you are aiming to achieve overall through delivering it (the project goal – e.g. empowering girls in Kampala to achieve their full potential).

What are the objectives/impact

What will you specifically deliver as part of the project and by when. This differs from the goal as it is something you can more directly control and measure (e.g. objective-increase the number of girls from Kampala attending the leadership and advocacy events at the Kusafiri Centre from 10 to 20, e.g. impact-girls from Kampala who attend the Kusafiri Centre reporting a 20% increase in their leadership skills and confidence).

The need for the project

What is the problem you are trying to solve? Include statistics here if you have them (e.g. girls in Kampala have lower leadership skills and for building leadership skills than girls in Nairobi and Addis Ababa. They are 50% less likely to go into careers with leadership prospects).

The project detail

What will the activities be that will lead to you meeting these objectives? This could include:

- What will be done – e.g. outreach work into schools and community groups in villages around Kampala.
- When will it be done?
- Who will do it and how much of their time will it take (one day a week for 3 months)
- What other organisations are you working in partnership with on this project? What is their role/what is the benefit of working with them for the project's success.
- How will you monitor and measure/evidence the project success? e.g. attendance registers at the Kusafiri Centre and/or post-conference surveys asking participants to self-report any improvements in their leadership skills
- How will the project be sustained beyond the funding? e.g. girls who have attended the Kusafiri Centre during this project will be recruited/trained to do more outreach work in their local communities in Kampala, helping to recruit girls for future years.



Overall Budget

List out all the key costs of the project. Include staff time and expenses in this.

What are you contributing already to the project

(e.g. use of a room in your building, a van that you already own etc.)

How much is there left to raise?

How are you planning to raise the remainder of the funds?