



# Delineating the Workplan with Project Log-frame

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**EIF Regional Workshop**

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# Key Thrusts

- Workplan should be **aligned** with the Log-frame: Outcomes and outputs should be included in the Workplan;
- Workplan includes a **chain of activities** producing intended outputs and subsequently leading to desired outcomes.
- Activities should be **relevant, significant** and adequately **sequenced** to produce intended outputs.
- Adequate inputs/ **resources** for each activity and output.
- The Workplan should include milestones linked up to targets set out in the Log-frame

# Sequencing

*Sequencing all Activities and Outputs to ensure coherence, synergies and complementarities*

Select Outcomes, Outputs and Milestone targets from Log-frame



Identify Activities producing Output and contributing to Outcome

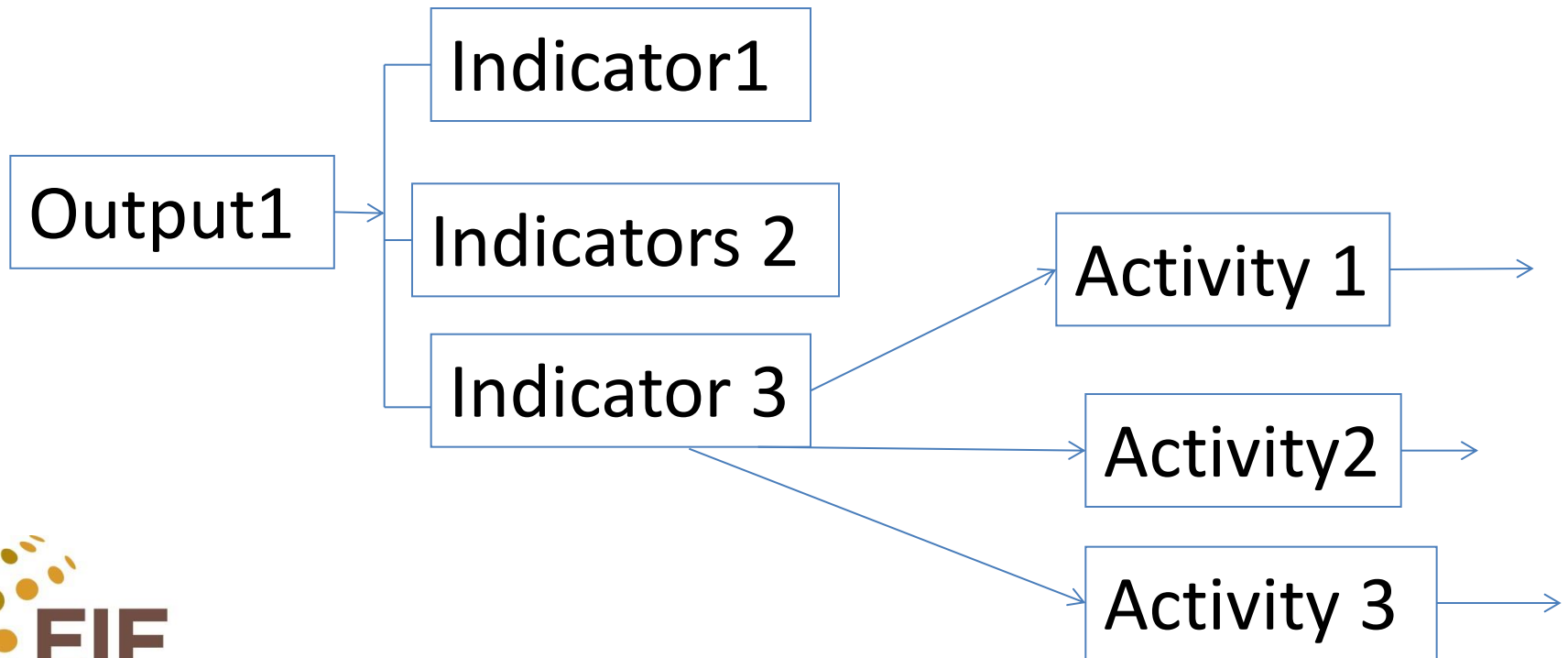


Identify inputs (funds, labor, equipment, consumable, etc..) needed for each activity



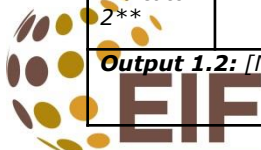
Sequencing and Setting time-frame/milestones for Activities and Outputs

## Phase Two : Workplan



# EIF Phase 2: Template for WP

Outcome & Output	Indicator Reference*	Activity Reference	Description of activity	Inputs*	Year 1				Year 2				Year 3				Budget *	Budget code	Notes
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<b>Outcome 1:</b> [Name/description as indicated in the project log-frame and/or EIF log-frame]																			
Outcome Indicator 1 **	O1-ID1	O1.1-ID1-A1																	
		O1.1-ID1-A2																	
		...																	
Outcome Indicator 2 **	O1-ID2	O1-ID2-A1																	
		....																	
...	...	...																	
<b>Output 1.1:</b> [Name/description as indicated in the project log-frame and/or EIF log-frame]																			
Output Indicator 1 **	O1Op1-ID1	O1Op1-ID1-A1																	
		O1Op1-ID1-A2																	
		...																	
	O1Op1-ID2	O1Op1-ID2-A1																	
		...																	
Output Indicator 2 **	...	...																	
<b>Output 1.2:</b> [Name/description as indicated in the project log-frame and/or EIF log-frame]																			



# EIF Phase 2: Template for WP

<b>Output N.1: [Name/description as indicated in the project log-frame and/or EIF log-frame]</b>																	
Output Indicator 1	O(n)Op1-ID1	O(n)Op1-ID1-A1															
...	...	...															
<b>Project Management and operation</b>																	
	Management	Management															
	...	...															

**1. Indicator reference** should be listed in the following manner: Outcome number- indicator number

## example:

Indicator reference:

**O1-ID1**

Meaning: Indicator 1 linked to outcome 1 in the log-frame

## 2. Activity reference at OUTCOME indicator level:

Numbering activity reference in the following order: Outcome number - Indicator number - Activity number

Reference for each activity must be unique and the same as in the budget plan for conciliation

Activity (ies) must be directly linked to outcome indicator(s) and should be limited to maximum 4 activities per indicator

## example:

Activity reference:

**O1-ID1-A1**

Meaning: activity linked to indicator 1 of outcome 1 in the log-frame

## 3. Activity Reference at OUTPUT indicator level:

Numbering activity reference in the following order: Outcome number - Output number- Indicator number - Activity number

Reference for each activity must be unique and the same as in the budget plan for conciliation

Activity (ies) must be directly linked to output indicator(s) and should be limited to maximum 4 activities per indicator

## example:

Activity reference:

**O1Op1-ID1-A1**

Meaning: activity linked to indicator 1 of output 1 under the outcome 1 of the log-frame

## 4. Project Management and operation:

All activity references under this category should be named as "management"



## EXAMPLE: EIF Phase 2 Workplan Template

Outcome & Output Indicators	Indicator Reference*	Activity Reference	Description of activity	Description of Inputs*	Year 1				Year 2				Year 3				Estimated Budget	Budget code*	Notes/Observation
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
Outcome 1: Countries own a trade agenda conducive to sustainable pro-poor growth																			
O1.1. Trade integrated in National Development Plan	O1-ID1	O1-ID1-A1	Providing trade inputs in the National Development Plan (NDP)	International Consultant				X									10,000	71200	
		O1-ID1-A2	Workshop on trade integration	Venue				X			X						10,000	72100	
				Equipment				X			X						400	72200	
O1.2. Effective trade coordination mechanisms	O1-ID2	O1-ID2-A1	NSC Policy networking	Refreshment															
		O1-ID2-A2	Trade Sector WG	Refreshment															
			Trade coordination	National consultant															
Output 1.1: [Description as indicated in the project log-frame]																			
Output Indicator 1**	O1Op1-ID1	O1Op1-ID1-A1																	
		O1Op1-ID1-A2																	
Output Indicator 2**	O1Op1-ID2	O1Op1-ID2-A1																	
		O1Op1-ID2-A2																	



# EIF Phase 2: activity based budget

Indicator Reference*	Input Account **	Input Account Title**	Input description ***	Unit	(Calendar) Year 1			(Calendar) Year 2			(Calendar) Year 3			Total Budget for years	Note
					No Units	Unit Cost	Total	No Units	Unit Cost	Total	No Units	Unit Cost	Total		
<b>01-ID1</b>	e.g. 71200	e.g. International Expert	e.g. consultant for trade integration	Day											
	e.g. 72100	e.g. Subcontract	Venue for trade integration Workshop	Day											
	e.g. 72200	e.g. Equipments	Workshop Material for workshop	L.S											
...	...	...													
<b>Sub Total: 01-ID1</b>															
<b>01-ID2</b>	e.g. 74000	Operating cost	Trade Sector WG refreshment	Day											
	e.g. 71300	National Staff	National consultant for trade coordination mechanism	Day											
...	...														





# Key Elements of a Project Workplan

- No one-size fit all template;
- A living and operational workplan based on result chain
- A result-based management tool
- Key elements needed:
  - Outputs linked to the Project outcomes/objectives
  - Activities linked to output indicators, aim at producing outputs
  - Inputs/resources needed for each activity
  - Time-frame/ Milestones

*Attentions: don't forget non-budget based activities, e.g. AfT coordination, monitor Tier 2 implementation by non-NIU entities*

# Contact

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