**Project Plan Template**

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|  | **When?** | **What?** | **Where?** | **Who will carry out the activity?** | **Who is the activity for?** | **What will you achieve?** | **Targets and measures of success** | **Method(s) of evaluation** |
|  | Indicate the dates you expect the activity to start and end. List activities in chronological order. | List the individual activities you will carry out to achieve your project outcomes. | Tell us where the activity will take place. | Tell us who will carry out the activity. | Tell us who the activity is aimed at (for example, local school children, visitors to a museum, etc.). | State which of the Fund’s outcomes will you will achieve by delivering each activity. | Include qualitative and quantitative targets. | Explain how you will collect and evaluate the information. |
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