**WORK PLAN TEMPLATE**

**Workplan for:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Objective:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **What?** | **Who?** | **How?** | **When?** | **Necessary resources** | **How to evaluate?** |
|   |   |   |   |  |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
|   |   |   |   |   |  |
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|  |  |  |  |  |  |

**Notes:**

**Facilitation guide for activities:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Activity** | **Description** | **Materials needed** | **Notes** |
| **8:00 am** |   |   |   |   |
| **9:00 am** |   |   |   |  |
| **10:00 am** |   |   |   |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |   |   |   |  |
|  |  |  |  |  |