PROGRAM CYCLE GUIDANCE

ADS 201 Additional Help

PROJECT MANAGEMENT AND IMPLEMENTATION PLAN TEMPLATE

Per **ADS 201.3.3.13,** the Project Management and Implementation Plan describes the set of activities and management structure that will be used to implement the Project as represented in the following two sections, the Activity Plan and the Project Management Approach. This Additional Help is an illustrative template and can be customized to fit the Project Design Team's needs.

1. ACTIVITY PLAN

The Activity Plan includes the set of activities, ongoing and new, required for the achievement of the Project Purpose and a schedule for the activity design and procurement focusing on the first year following approval. Both types of activities are included in this plan, with new activities satisfying the minimum criteria established in **ADS 201.3.3.13** as follows:

LIST OF ACTIVITIES

Ongoing Activities

Activity Name

- **Brief Description:** *This brief description, typically 1-2 paragraphs, should describe the activity's purpose and key outcomes or performance targets to be achieved.*
- **Relationship with Project Purpose:** *Describe the relationship of the activity with the project's logic model and how the activity will support achievement of the Project Purpose.*
- **Instrument Type and Number:** *Actual type and number*
- **Total Estimated Cost/Budget:** *Total Current Estimated Cost/Budget for the activity*
- **Status:** *This should describe if the activity requires a formal amendment/modification as a result of alignment with this Project and what type of modification.*
- **Implementing Partner:** *Name of Implementing Partner*

New Activities

Activity Name

- **Brief Description:** *This brief description, typically 1-2 paragraphs, should describe the activity's purpose and key outcomes or performance targets to be achieved.*
- **Relationship with Project Purpose:** *Describe the relationship of the activity with the project's logic model and how the activity will support achievement of the Project Purpose.*

- ***Preliminary Instrument Type:*** *This preliminary identification of instrument should consider the wide range of tools available and the most appropriate fit for achieving the activity's purpose. In the case of activities implemented by USAID staff, this should section should state as such.*
- ***Preliminary Budget Estimate:*** *This preliminary budget should represent the financial resources available for the activity, which will provide a guiding but non-binding parameter for the more detailed cost estimates or budgets to be developed during activity design.*

1.2   SCHEDULE OF ACTIVITY DESIGN AND PROCUREMENT

Activity Name	Type of Instrument	Cost Estimate/ Budget	Months (1st year) Year 1												Quarters (2nd to 5th years) Year 2				Year 3				Year 4				Year 5			
			1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Activity 1	Assistance	$	D	D	D	D	P	P	P	P	P	P	P	P	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	E
Activity 2	Acquisition	$	D	D	D	D	D	P	P	P	P	I	I	I	I	I	I	I	I	I	I	I	I							
Activity 3	Interagency agreement	$			D	D	D	D	D	P	P	P	P	P	I	I	I	I	I	I	E	I	I	I	I	I	I	I	I	E
Activity 4	G2G	$				D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	I	I	I	E	I	I	I	I	I	I
Activity 5	DCA	$													D	D	P	P	P	I	I	I	I	I	I	I	I	I	I	I

Legend

- �(blue) Activity Design
- ▢(orange) Activity Procurement
- ▢(green) Activity Implementation
- ▢(white) Evaluation

1. PROJECT MANAGEMENT APPROACH

1.1.   Roles and Responsibilities

In this section, the Mission identifies and describes the roles and responsibilities of the Project Manager; CORs/AORs/other activity managers; technical office directors; and staff from other relevant offices. (See **ADS 201.3.3.14**, which describes the roles of the Project Manager and associated team). An organizational chart may be helpful to illustrate reporting and coordination relationships.

1.2.   Management Approach

In this section, the Mission describes the approaches to support inter-office collaboration; frequency of stakeholder engagement; and coordination between implementing partners; among other approaches. This may also include plans for expanding the capacity of key mission offices when required for project implementation.