**CCRP Project Workplan Template**

The project workplan, reflecting the goals and strategies expressed in the Theory of Change (ToC) and Monitoring & Evaluation (M&E) plans, is the annual guide to implementing a project. All CCRP grant proposals and annual progress reports require an updated project workplan. Project teams can create plans that meet their specific circumstances and research needs; however, plans should contain these basic elements:

* Project objectives (which correspond to the project ToC)
* Related research question (there might be none for a given objective, for instance a development objective, or multiple ones; see example)
* Related evaluation question (there might be none for a given objective, for example one that is concentrating on more basic research, or multiple ones; see example)
* Activities and associated methodology
* Responsible party, timeline, and location
* Cost calculation: Identify the estimated type of units, number of units, and other thinking that went into calculating cost of the activity

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| **Objective # 1:** | **Guiding Research Question(s)** | **Guiding Evaluation Question(s)** |
| **1.**  |   |  |
| **Planned activities under this objective** | **Methodology / learning / comments ¶** | **Who, when, & where: Responsible party(ies), timeline, place** | **Cost calculations: Estimated USD costs for specific line items ($) and subtotal amounts, including partners as relevant ¶** |
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| **Objective # 2:** | **Guiding Research Question(s)** | **Guiding Evaluation Question(s)** |
| **2.**  |   |  |
| **Planned activities under this objective** | **Methodology / learning / comments ¶** | **Who, when, & where: Responsible party(ies), timeline, place** | **Cost calculations: Estimated USD costs for specific line items and subtotal amounts, including partners as relevant ¶** |
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| **Objective # 3:** | **Guiding Research Question(s)** | **Guiding Evaluation Question(s)** |
| **3.**  |   |  |
| **Planned activities under this objective** | **Methodology / learning / comments ¶** | **Who, when, & where: Responsible party(ies), timeline, place** | **Cost calculations: Estimated USD costs for specific line items and subtotal amounts, including partners as relevant ¶** |
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***Sample Workplan***

Below is a sample workplan with just one objective and two activities to illustrate how these components are organized. An actual workplan will have several objectives and many more activities.

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| **Objective # 1:** | **Guiding Research Question(s)** | **Guiding Evaluation Question(s)** |
| **1.** Develop improved and diversified fallows to enhance the restoration of soil fertility, increase plot level productivity and profitability, and contribute to agroecosystem resilience in the face of climate change at a representative site with typical hillslope soils in the Central Andes. | Can designing plant assemblages with complementary properties and supplementing them with small amounts of fertilizer and/or microbial inoculants significantly improve the functionality and profitability of fallows via increases to biomass production, forage nutritional quality, and nutrient mobilization in soils? | Are there changes in fallows management towards greater diversity and soil regeneration associated with the implementation of the project among the 3 intervention communities? |
| **Planned activities under this objective** | **Methodology / learning / comments ¶** | **Who, when, & where: Responsible party(ies), timeline, place** | **Cost calculations: Estimated USD costs for specific line items and subtotal amounts, including partners as relevant¶** |
| 1. Introductory and input-gathering workshop for experimentation | PRD methodology | September 2013Project agronomists: S. Smith, A. Wells;Quillcas and Castillapata communities (n=120)  | Staff agronomist, 20 daysOther staff 10 daysGround travel, two communities, workshop team, $700Workshop supplies and food, 2 workshops: $600Materials for community visits, $100 Miscellaneous, $100SUBTOTAL: $6,980 |
| 2. Literature and institutional review |  | September 2013S. Smith and A. Wells, other partners | Consultant fees/travelOther staff, 1 daySUBTOTAL: $1,660 |
| 3. Best bet trials phase one in Quillcas and Castillapata, Peru, starting in the first year  |  | October 2013-September 2014 (and continuing beyond)NGO staff and communities, researchersFarmers (n=23) | Staff agronomist 10 daysOther staff 8 daysConsultant fees/travel: Student support and field labor, 16 days x $100Visit supplies and food, 2 communities: $400Ground Travel, two communities, field sampling, $2,400Field equipment and supplies, $1,000Laboratory analyses, $100SUBTOTAL: $15,500 |