**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 2013  Project agronomists: S. Smith, A. Wells;  Quillcas and Castillapata communities (n=120) | Staff agronomist, 20 days  Other staff 10 days  Ground travel, two communities, workshop team, $700  Workshop supplies and food, 2 workshops: $600  Materials for community visits, $100  Miscellaneous, $100  SUBTOTAL: $6,980 | |
| 2. Literature and institutional review |  | | September 2013  S. Smith and A. Wells, other partners | Consultant fees/travel  Other staff, 1 day  SUBTOTAL: $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, researchers  Farmers (n=23) | Staff agronomist 10 days  Other staff 8 days  Consultant fees/travel:  Student support and field labor, 16 days x $100  Visit supplies and food, 2 communities: $400  Ground Travel, two communities, field sampling, $2,400  Field equipment and supplies, $1,000  Laboratory analyses, $100  SUBTOTAL: $15,500 | |