Work Planning Table

2019 Request for Proposals

The table below is an effective and efficient way to plan and communicate your project to the JRS Biodiversity Foundation. We advise planning your project in this tool using as much space as you need, prior to budgeting and writing the proposal narrative. Please consult the JRS Glossary of Terms posted on the Applications Instructions page!

The Work Planning Table focuses on a project’s activities, outputs, and outcomes, grouped by objective. An objective is any subdivision of work that is a logical way to organize or communicate the project. A project could have one objective or many objectives. The diagram helps explain the connections among activities, outputs, and outcomes. Express time in terms of project Months. JRS requires reports every six months so be sure that each six-month project period includes several key milestones. Key milestones are the most critical project activities, outputs, and outcomes that are used to manage and monitor the progress of a grant. Add rows as needed.



**SAMPLE AND INSTRUCTIONS**

|  |
| --- |
| **Project Objective 1:** Statement of the project Objective achieved by the activities below. Objective statement may be in terms of indicators and a specific time. E.g., Mollusk collections of national museum and two provincial collections are internationally accessible by April 2019. |
| **Activities** | **Outputs** | **Outcomes** | **Targets and Key Milestones** |
| * Describe multiple activities per cell that you can map to outputs or outcomes.
* Name the activity and put dates in parentheses (start date – end date).
* E.g., Digitize national museum collections, baseline 2,000 records (Months 1-7).
 | * List here.
* E.g., Outputs could be publications or database records.
* E.g., Outputs could be a workshop or web portal
* Specific measures are best.
* E.g., 8,000 geo-referenced records in Specify (by Month 9).
 | * There tend to be multiple activities or outputs contributing to outcomes.
* Outcomes are the 1st thing that results from your work beyond the project’s control or spending.
* What happens that you didn’t do or buy?
* Outcomes may be citations, data use, conservation decisions, technology adoption, policy change, employment of trainees, etc.
* E.g. Agriculture Ministry uses occurrence maps to define capture fisheries by Month 36.
 | * Targets may be interim indicators of progress, proxy indicators for outcomes, or indicators of success.
* Targets may be quantitative or qualitative.
* E.g., 40,000 records uploaded to GBIF by Month 18.
* E.g., 12 trainees are employed in Protected Areas for biodiversity monitoring by Month 24.
* E.g., Our national CBD reporting uses dataset for Aichi target reporting in 2019.
 |

**BLANK TEMPLATE**

|  |
| --- |
| **Project Objective 1:**  |
| **Activities** | **Outputs** | **Outcomes** | **Targets and Key Milestones** |
| * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 |
| * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 |
| **Project Objective 2:**  |
| **Activities** | **Outputs** | **Outcomes** | **Targets and Key Milestones** |
| * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 |
| * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 | * Text
* Text
* Text
 |