Annual Plan

To be presented to the Norwegian Mission Society (NMS)

|  |  |  |
| --- | --- | --- |
| Project title | |  |
| Project number | NMS |  |
| Digni |  |
| Norad |  |
| Year of reporting | |  |
| Country | |  |
| Responsible organisation/church (the partner) | |  |
| Project location/address | |  |
| Approved project period | |  |
| Person responsible for the project (project leader/coordinator): | | |
| Name | |  |
| Address | |  |
| Website | |  |
| E-mail | |  |

|  |
| --- |
| **Information to project:**  This form is to be used for annual plans for the following year for governmental funded projects (Digni). The budget in Excel must be attached. Both the plan and the budget must be dated and signed by the project leader and the accountant.  Reporting and planning should be carried out by the Project Management. The plan should be approved by the project owner (Church, Synod or organization), before being sent to NMS.  The annual plan should relate to existing documents: e.g. Applications, Project Documents, other annual plans etc. |

# Activity Plan

Please present your annual activity plan below. The plan must include the different activities, who will implement the different activities, anticipated results from the activities, resources needed for each activity and when (approx.) and where they will be carried out. **The costs must correspond with the budget in excel.** If the plan or project is very complex the activity plan should be made in excel and sent as an attachment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sector** | **Activity** | **Location** | **Responsible** | **Anticipated Result** | **Budget** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Learning

What did you learn in the process of implementing last year’s activities that the project has learned from and has taken into account for this year?

|  |
| --- |
|  |

# Changes from Project Document

Please describe any changes in the annual plan **compared to the PD** for the following parts.

## Context

Are there any changes in the context in which the project works? If yes, please describe the changes and the impact it will or might have on the project.

|  |
| --- |
|  |

## Budget

Please describe any significant changes in the budget compared to the original.

|  |
| --- |
|  |

## Target group

Are there any changes in who the project will work with (target group)? Please describe with a justification for any changes and the impact it will or might have on the project.

|  |
| --- |
|  |

## Method

Are there any changes in the planned methods in the project? Please describe with a justification for any changes and the impact it will or might have on the project.

|  |
| --- |
|  |

## Planned Results and Goal

Please describe any changes in the planned results and/or goal method and the reason(s) for the change(s).

|  |
| --- |
|  |

## Intervention Area

Is the project intervening in the same geographical areas as described in the PD? Please describe with a justification for any changes.

|  |
| --- |
|  |

## Organisation

Are there any recent changes in the responsible organisation/church (the partner) that will affect the project? If yes, please describe the changes and the impact it will or might have on the project.

|  |
| --- |
|  |

# Evaluations

Have you planned any evaluations (internal or external) this year? Please describe shortly how and when it will be conducted.

|  |
| --- |
|  |

# Other

Do you have any other information you think is relevant for the project?

|  |
| --- |
|  |

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_