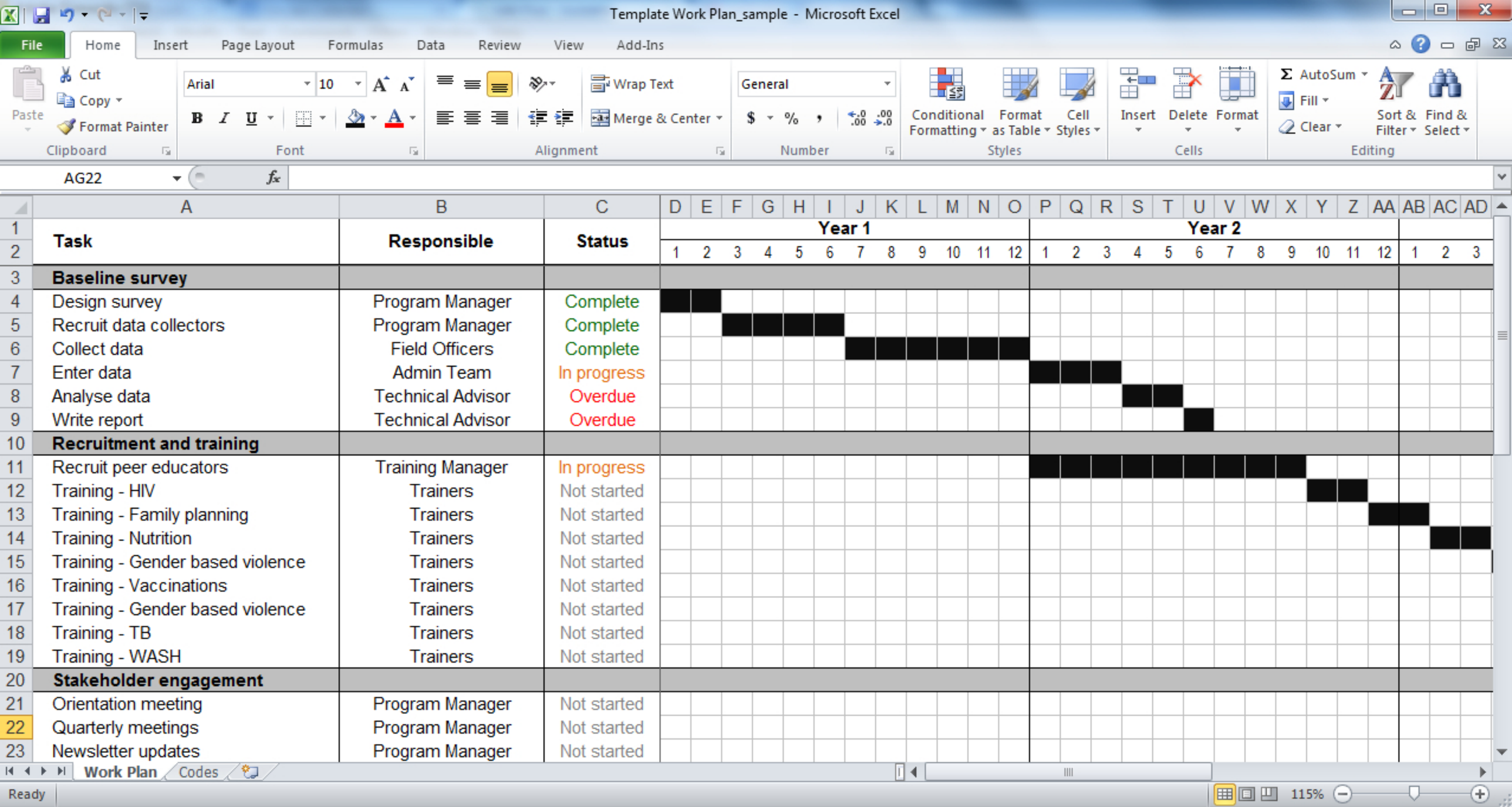
Template Work Plan_sample - Microsoft Excel
File
Home
Insert
Page Layout
Formulas
Data
Review
View
Add-Ins
Cut
Copy
Format Painter
Paste
Clipboard
Arial
10
Font
Wrap Text
Merge & Center
Alignment
General
Number
Conditional Formatting
Format as Table
Cell Styles
Styles
Insert
Delete
Format
Cells
AutoSum
Fill
Clear
Sort & Filter
Find & Select
Editing
AG22
Year 1
Year 2
Task
Responsible
Status
Baseline survey
Design survey
Program Manager
Complete
Recruit data collectors
Program Manager
Complete
Collect data
Field Officers
Complete
Enter data
Admin Team
In progress
Analyse data
Technical Advisor
Overdue
Write report
Technical Advisor
Overdue
Recruitment and training
Recruit peer educators
Training Manager
In progress
Training - HIV
Trainers
Not started
Training - Family planning
Trainers
Not started
Training - Nutrition
Trainers
Not started
Training - Gender based violence
Trainers
Not started
Training - Vaccinations
Trainers
Not started
Training - Gender based violence
Trainers
Not started
Training - TB
Trainers
Not started
Training - WASH
Trainers
Not started
Stakeholder engagement
Orientation meeting
Program Manager
Not started
Quarterly meetings
Program Manager
Not started
Newsletter updates
Program Manager
Not started
Work Plan
Codes
Ready
115%