# Template for Operational plan

SPP provides this template for partners that have submitted an PPF or MPF application and have the need to structure their Operational plan.

During the assessment process and in dialogue with you, the operational plan may be summarised or more defined, and thus most likely differ in detail. This is done so that the operational plan that becomes part of the agreement is coherent with the overall application and the capacity of your organisations. The level of detail of the operational plan determines your organisation’s possibilities to make changes without requesting this from ForumCiv. A less detailed operational plan allows your organisation more flexibility and vice versa.

Please note that the operational plan become a formal part of the agreement and as such must be complied with and reported on.

See SPP’s Procedures Manual for partners for complete instructions and details regarding Operational plan.

## Template

It must be possible to understand the logic and connection between the goal(s); methods, strategies, activities, etc; and monitoring and evaluation, including how it relates to the budget.

The operational plan should complement the narrative application and, hopefully, become a formal agreement document. Thus, keep the descriptions objective and to the point. Your Programme Officer will ask for completions if needed.

Please note that if the application includes several local organisations, you must submit **one operational plan per local organisation**.

**Template 1**

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| **Goal(s)**  *State the goal(s) for the applied period and describe how it/they will contribute to the local organisation’s long-term goal and strategy.* |
| **Methods, strategies, activities**  *Describe what methods, strategies, activities etc. that you will implement to achieve the goal(s).*  *If applicable, make sure to clarify what methods, strategies activities etc. relate to which goal.* |
| **Monitoring and evaluation**  *Describe how the operational plan will be monitored and evaluated.*  *If applicable, make sure to clarify if goals are to be monitored and evaluated differently.* |

**Template 2 – If the operational plan includes clear differences between goals**

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| **Long-term goal**  *State the local organisation’s long-term goal* | | |
| **Goal**  *State a goal for the applied period and describe how it will contribute to the local organisation’s long-term goal and strategy.* | **Goal**  *State a goal for the applied period and describe how it will contribute to the local organisation’s long-term goal and strategy.* | **Goal**  *State a goal for the applied period and describe how it will contribute to the local organisation’s long-term goal and strategy.* |
| **Methods, strategies, activities**  *Describe what methods, strategies, activities etc. that you will implement to achieve the goal.* | **Methods, strategies, activities**  *Describe what methods, strategies, activities etc. that you will implement to achieve the goal.* | **Methods, strategies, activities**  *Describe what methods, strategies, activities etc. that you will implement to achieve the goal.* |
| **Monitoring and evaluation**  *Describe how the goal will be monitored and evaluated.* | **Monitoring and evaluation**  *Describe how the goal will be monitored and evaluated.* | **Monitoring and evaluation**  *Describe how the goal will be monitored and evaluated.* |