

| Project in milestones, activities, outputs and indicators | | | | | | |
|--|------|-------------|--------|---------------------|-----------------------|----------|
| Please number the milestones, activities and outputs and add additional table lines as needed. | | | | | | |
| Content | | | Timing | Responsible persons | Indicators of Success | Comments |
| Type | Name | Description | | | | |
| MILESTONE 1 | | | | | | |
| Activity 1.1 | | | | | | |
| Activity 1.2 | | | | | | |
| Activity 1.3 | | | | | | |
| Output 1.1 | | | | | | |
| Output 1.2 | | | | | | |
| Output 1.3 | | | | | | |
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| MILESTONE 2 | | | | | | |
| Activity 2.1 | | | | | | |
| Activity 2.2 | | | | | | |
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| Please see the explanation of the above mentioned categories here: | |
| MILESTONES | a few specific crucial objectives or phases of the project which step by step lead to accomplishment of the main goal. A milestone is a point at which the project enters another phase. Only if you reach this first milestone, you can continue working on the following one. (Examples: 1. Detailed assessment should be the first milestone when starting any project. 2. If you plan a crowdfunding campaign, the first milestone is the preparation of the campaign - only when you have discussed and identified the target groups, assessed their interests, worked out the content of the campaign and made an agreement with the crowdfunding platform etc., you have met the first milestone and can continue with launching the campaign.) |
| ACTIVITIES | planned steps leading to accomplishment of the milestone (such as training, meetings, campaigns) |
| OUTPUTS | concrete products resulting from the activities (such as work plans, strategies produced, publications, etc.) |
| INDICATORS OF SUCCESS | several quantitative and/or qualitative measurable indicators related to the outputs (number of new followers on Facebook, number of volunteers engaged in a campaign, increase in individual donations, etc.) |
| TIMING | expected month of the project by when the milestones, activities, outputs etc. will be completed |
| RESPONSIBLE PERSONS | by whom (internal staff or external actors and which ones) they will be completed. Please indicate function/position of the responsible person (if you are planning to hire an expert and you already do know the name, please state it here as well). |