Season Week Date	Target audience	Goals	Activities	Ressources	Manager Partners	Notes Progress
When will the activity take place?	Who are the groups we want to reach?	Why do we do this activity? What part of the process or plan is it useful for? What information do you want to collect or share? How will the information be used? be used?	What activity is planned? Examples : • Broadcast on the radio • Field hockey tournament booth • Meal with elders • Lunch discussion at school • Participatory map with hunters • Online survey	What equipment is needed to carry out the activity?	Who is responsible for organizing the activity? Who are the partners?	What follow-up is required? What tasks have been completed?