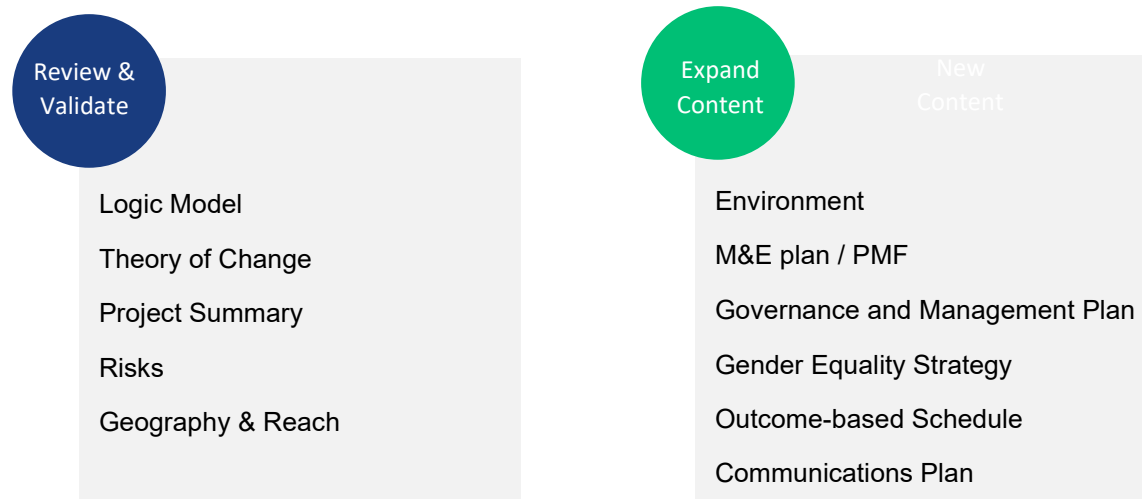# Project Implementation Plan (PIP)

Purpose:

1. To provide GAC with the required components to obtain approval and begin project implementation.

2. To provide YOU/YOUR PARTNERS with the opportunity to update project elements based on changes in context and confirm that all stakeholders are in agreement with the project designs, plans, and responsibilities.

3. To provide YOU/YOUR PARTNERS will the detailed plans YOU need to oversee implementation of the project and fulfill reporting requirements later.

4. To provide YOU/YOUR PARTNERS with the specifics/details they need to effectively deliver project activities and conduct project monitoring.

Process Overview:

Through the PIP process, we connect with representative samples of target beneficiaries to consult with them about changes in local context, especially with respect to gender dynamics, and to their needs and experiences. This information is used to validate the assumptions underpinning the project (including human rights and gender analysis) and make any required updates. It also informs the expansion of the gender analysis to develop the full gender strategy as well as expanded content for risk management, monitoring, evaluation & learning, and governance/management plans.

We also workshop the existing project design (Logic Model, Risks, etc.) with partners and stakeholders to further validate the plan and ensure we have all the common understanding and detail required to effectively work together, implement the plan, and achieve results.

Most PIP sections are either validating or building on content already developed at the design/proposal phase.

Review & Validate

Logic Model

Theory of Change

Project Summary

Risks

Geography & Reach

Expand Content   New Content

Environment

M&E plan / PMF

Governance and Management Plan

Gender Equality Strategy

Outcome-based Schedule

Communications Plan

Annotated PIP Outline:

1. PIP Process (< 1 page)

New	Describe work undertaken to prepare PIP, highlighting consultations and any resulting significant changes to the project design

2. Project Summary (< 1 page)

Validate	Review and update per any significant changes to other elements

3. Theory of Change (7-8 pages)

Validate	Review and update gender study and stakeholder consultations
Expand	Add risks table to end (ensuring all risks are captured in both table and narrative)

4. Geography & Reach (1 page)

Validate	Review and update target communities if changed
Expand	Add specifics of who / how many will receive each benefit through project activities

5. Outcome-Based Schedule / Year 1 Annual Workplan (2-3 pages, additional annex)

Expand	Narrative of year 1 Annual Work Plan (per GAC Reporting Guidance)
	Narrative of overall project schedule (per logic embedded in Theory of Change) GANTT chart of all activities (sub-activity level for year 1 and activity/output level for all subsequent years), including governance, MEL and Risk Management activities

6. Results-Based Monitoring and Evaluation Plan (3-4 pages)

Validate	Review and update MEL plan from proposal
Expand	Add detail of data collection tools and required information (per PMF), budget for MEL activities, roles/ responsibilities and logistics for data collection, etc. and use to inform outcome-based schedule (as above)

7. Project Management and Governance (2-3 pages)

Validate	Review and update management plan from proposal
Expand	Add organization chart (partners, committees, and staff roles), specify specifics regarding meeting dates for project teams, etc. and use to inform outcome-based schedule

8. Gender Equality Strategy (3-4 pages)

Validate	Review and update analysis from proposal
Expand	Summarize involvement of women and girls in informing project design and PIP
	Specify gender issues from analysis that will be addressed through the project and identify connected outcomes and indicators
	Outline any risks associated with the gender equality outcomes per analysis and planned mitigation measures (ensure also included in risks table as above)
	Outline any gender training / resources / external expertise that will be provided/harnessed throughout implementation to support gender equality outcomes
	Identify roles/responsibilities of partners, stakeholders, staff for achievement of gender equality outcomes (ensure also included in org chart as above)

9. Communications Strategy (1-2 pages)

Expand	Description of communication methods and audiences (Canadian and in recipient countries, including expected reach)
	Form 2203e – Visibility and Recognition Activities Planning Form for Year 1

10. Environmental Sustainability (2-3 pages – *if applicable*)

Validate	Review and update analysis from proposal
Expand	Detailed environmental analysis for any initiatives identified in GAC CA as required

11. Annexes

- Final Logic Model
- Fully completed Performance Measurement Framework (PMF), including all Baseline Data in accordance with Baseline Report
- Full Outcome Based Schedule to sub-activity level for year 1 and activity level for whole project
- Budget by line item
- Visibility and Recognition Activities Planning Form (for Year 1, per Communications Strategy)