

## Module 4 – Developing the Action Plan

Having completed the LogFrame the task, now is the time to convert this into some form of graphic illustration that gives a clear picture of the overall project so that implementation can be monitored particularly in respect of the timeframe for implementing the project.

The Action Plan is completed by linking data from the LogFrame to the corresponding data set on the Action Plan. Each activity listed on the LogFrame must also appear on the Action Plan under the appropriate heading i.e. Activities from the LogFrame to appear under Activities on the Action Plan.

Having matched the activities between the two documents you now have to indicate, on the Action Plan, the timescale allocated to each activity. Where activities have been grouped together and identified under one target result on the LogFrame these should, where practical and/or sensible, be expressed on the Action Plan as individual activities. For example if three activities are grouped together to produce one target result (on the LogFrame) each activity should be shown individually on the Action Plan. **It is important that you ensure that there is a clear link between the LogFrame target and the Action Plan activity.**

The horizontal axis of the Action Plan is used to represent time intervals. This can be expressed in a number of ways such as daily, weekly, monthly or quarterly. The choice of intervals depends largely on the overall project duration and the practical limits on the size of hard copy documents.

However the specific requirements for this programme state that the time frame should be expressed as months using the notation 'Month 1', Month 2' and so on. **Please note you should NOT include a specific start date.**

It is recommended that you base the **estimated duration of each activity, and the total period, on the most probable duration and not the shortest possible** by taking into consideration all relevant factors that may affect the implementation timetable.

**The duration of this grant aid programme is for a maximum of 30 months** (please refer to Corrigendum No 1 at [www.euinspired.org.bd](http://www.euinspired.org.bd) - [Corrigendum](#))

Notwithstanding the above, the Action Plan for the first 12 months of implementation should be sufficiently detailed to give an overview of the preparation and implementation of each activity. The Action Plan for each of the subsequent years may be more general and should only list the main activities foreseen for those years. To this end, the period after the first 12 months will be divided into six-month interim periods. (Please note a more detailed action plan for each subsequent year will be required before receipt of new pre-financing payments pursuant to Article 2.1 of the General Conditions of the grant contract)

Although there is no standard template available for Action Plan format on-line, it is recommended, strongly, the following format is adopted.

Year 1													
Activity (Description).	Semester 1						Semester 2						Implementing Body
	1	2	3	4	5	6	7	8	9	10	11	12	
Activity 1													Applicant
Activity 2													Partner
Activity 3													Applicant
Activity 4													Applicant

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For the following years													
Activity	Semester 3						Semester 4						Implementing Body
	13	14	15	16	17	18	19	20	21	22	23	24	
Activity 5													Partner
Activity 6													Applicant
Activity 7													Partner
Activity 8													Applicant

## Grant Aid Tutorial Questions

The objective of this set of questionnaires is to facilitate a deeper understanding of both the administrative and technical requirements for preparation and submission of a grant application.

Apart from questions relating to the 'Case Study' tasks, all answers are to be found in different sections of the following three documents:

SCGS Guidelines - [Guidelines for Applicants](#) 

SCGS Grant Application Form - [Annex A - Grant Application Form](#) 

Corrigendum No 1 - [Corrigendum](#) 

In each of the above documents you will find specific references to other EU documents for further clarification. In cases where you are unsure as to how, or if, these affect your response you are encouraged review the reference to clarify your understanding.

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**Consultant:**

**Return Date:**

**e-mail:**

### **Module 4 – Developing the Action Plan**

To complete this module you are expected to use the LogFrame you developed in completing Module 3 tasks.

Using the LogFrame from Module 3, your task is to develop a corresponding Action Plan.

Using the information detailed on the LogFrame, in particular the details entered under the 'Activities' heading, develop your action plan for the duration of your proposal. In developing your Action Plan you **must use** the standard template.

If you prepared a Concept Note you are encouraged to use this to develop the Action Plan rather than the 'Case Study'.

If using the 'Case Study' to develop the Action Plan and for the purposes of this exercise you may assume the following conditions:

1. The total duration of the proposal is 18 months.
2. The applicant has two partners.
3. The applicant has 50 members in the cluster.
4. The duration of each activity is to be expressed in units of 1 month.
5. You are to include at least one activity where you must identify, and specify, 3 sub-activities. You are then required to indicate the duration for the overall activity and the duration of each of the 3 sub-activities i.e. the duration of all 4 activities must be displayed separately.
6. At least one activity should refer to the acquisition and installation of some sort of equipment (computer(s), processing plant, laboratory equipment etc.).
7. At least one activity must relate to some support being provided directly to the cluster.

Key issues to remember:

1. From the tutorial you will recall that it was indicated that the development of a final Logical Framework is a reiterative process i.e. it could take several passes to arrive at the final version that is subsequently incorporated into the application form. If you feel that something is missing or requires amendment to your original Action Plan then you should re-visit the LogFrame and make the necessary amendments to reflect your latest thinking.
2. Activities on each document (LogFrame and Action Plan) are clearly identified as linked so as to ensure there is no confusion between the two documents.

3. Where one activity comprises a number of sub-activities ensure that the same level of detail is reflected on both documents.
4. Ensure that you indicate, for each activity, the implementing body. If implementation is shared between applicant, partner(s) and associate(s) you should indicate in the column headed 'Implementing Body'.

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