

How to Complete Section 4: Work Plan

1. Work Package Overview

You only need **one** work package. Think of it as the full journey of your project from start to finish. The assessor should be able to read it and immediately understand:

- What you want to achieve
- Why those objectives matter
- How your activities will deliver those objectives
- What outputs and results will be produced



Tip: Keep it simple, logical, and connected to your project description.

2. Setting Your Objectives

Your objectives should be:

- Directly linked to the needs and challenges you identified earlier, in section A2 of the application
- Clear and measurable
- Realistic for the size and duration of your project



Example Objective:

To build the capacity of 10 cross-community and cross-border community groups (5 in Northern Ireland and 5 in Cavan) through a structured programme of support providing 30 hours of sustained contact, resulting in 30 participants completing a Community Leadership Programme and strengthening cross-community and cross-border relationships over a 6-month period.

This works because it is:

- Specific
- Measurable
- Clearly tied to the PEACEPLUS themes
- Easy for an assessor to understand

3. Communications Objective

You must include **one** communications objective focused on changing:

- Awareness
- Attitudes
- Behaviour
- Knowledge
- Beliefs



Example Communications Objective:

To increase awareness and understanding of community leadership among volunteers from the 10 participating cross-community and cross-border groups (5 in Northern

Ireland and 5 in Cavan), leading to a positive shift in attitudes toward collaboration as a practical and beneficial way to address shared community and economic challenges. This objective will support and reinforce the learning gained through the structured programme of support by ensuring participants recognise the value of working together across traditional divides.

4. Activities (3–5 Total)

The number of activities depends on your budget:

- **€50,000 or below:** 3 activities
- **Up to €100,000:** 5 activities

These should follow the natural sequence of delivering your project.

Activity 1: Project Governance & Initiation

Period: Months 1–3

Typical tasks include:

- Signing the Letter of Offer
- Finalising partnership agreements

This activity shows the assessor you have a solid foundation before delivery begins.

Activity 2: Project Delivery – Phase 1

Period: Months 1-3 (example) This is where the core delivery begins.



Example tasks:

- Appointment of facilitator
- Delivery of 6 out of 8 workshops on community leadership
- Mentoring sessions begin
- Cross-community & Cross-border group engagement

This demonstrates early progress and momentum.

Activity 3: Project Delivery – Phase 2 & Closure

Period: Months 3-6

Example tasks:

- Delivery of final 2 workshops (e.g., managing people, conflict resolution)
- Final mentoring sessions
- Showcase or celebration event
- Participant feedback and evaluation
- Final reporting and closure

This shows how the project will conclude and consolidate its impact.

5. Outputs and Results

These are **simple numeric totals** showing your contribution to the overall PEACEPLUS Programme.

You only need:

- **Total number of organisations engaged**
- **Total number of people engaged**

No need to break them down by activity. You will be asked to insert an output title and then select from the drop menu the relevant output and insert number.



Example:

- **Outputs:**
 - 10 organisations engaged
 - 30 participants involved
- **Results:**
 - 30 people with improved capacity
 - Strengthened cross-community and cross-border relationships



How It All Fits Together

A strong work plan shows a clear line from:

Needs → Objectives → Activities → Outputs → Results

If an assessor can read your activities and immediately see how they achieve your objectives, you've done it right.

The examples provided in this guide are only illustrations. If you need further guidance please get in touch.

We are here to help you.



If you need advice or clarification, contact one of the support partners:

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