**Project Plan and Finances Template**

**Innovate UK Global Alliance Africa Lead Customer Programme**

|  |  |
| --- | --- |
| **Name of Project** |  |
| **Start and end Date** |  |
| **African and UK Partners** |  |
| **Lead Customer (s)** |  |

1. **PROJECT TEAM**

|  |  |  |
| --- | --- | --- |
| **NAME AND SURNAME** | **CONTACT DETAILS** | **ROLE/RESPONSIBILITIES IN THE PROJECT** |
|  |  |  |
|  |  |  |

1. **PROJECT OVERVIEW**

|  |
| --- |
| ● Describe the background to the project  ● Describe overall aims and expected outcomes |

1. **PROJECT PLAN**

Describe project activities, timings, budget and expected deliverables

| **MILESTONES** | **Activities** | **Deliverables** | **Cost** | **Timeline (start and end date)** |
| --- | --- | --- | --- | --- |
| Milestone 1 | Activity 1.1 | Deliverable 1.1 |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please attached a detailed Gantt Chart to outline the delivery timeline.

1. **COST ALLOCATIONS:**

Provide an overview how you estimate to spend the allocated funding in relation to Milestones and activities. Please ensure that the following breakdown is reflected in the following categories labour costs, overheads, materials costs, capital usage and expenditure, subcontracting costs, travel and subsistence costs, and other costs. (expand/adjust table as needed)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **MILESTONE** | **EXPENDITURE** | **DESCRIPTION** | **COST** | **% of TOTAL COST** |
|  |  |  |  |  |
|  |  |  |  |  |