EXAMPLE LEAD FIRM WORK PLAN

<Company> agrees to faithfully adhere to the timelines and schedules presented below, and understands that all activities supported by <Project> must conclude by no later than <insert date>.

Activities		December		January				February				March			
		Wk1 19/12 - 25/12	Wk2 26/12 - 31/12	Wk3 02/01 - 07/01	Wk4 09/01 - 14/01	Wk5 16/01 - 21/01	Wk6 23/01 - 29/01	Wk7 30/01 - 04/02	Wk8 06/02 - 11/02	Wk9 13/02 - 18/02	Wk10 20/02 - 25/02	Wk11 27/02 - 04/03	Wk12 06/03 - 11/03	Wk3 13/03 - 18/03	Wk14 20/03 - 25/03
1	Awareness Creation														
	Finalize selection of villages														
	Hiring Mobile Van, Driver, Helper														
	Hiring equipment (projectors, sound systems, etc.)														
	Preparation of campaign material (editing brochures, pamphlets etc.)														
	Preparation of village visit schedule														
	Implementation of campaign with vehicle														
2	Training of commissioned agents														
	Selection of commissioned agents														
	Finalization of training modules and schedules														
	Training/promotion event implementation: at least 2x weekly training classes (total 24 trainings over 10 weeks)														
3	Establishing Dealer/Retailer Network														
	Identification of dealers candidates														
	Dealer orientation														
	Final selection of retailers w/ written agreements														
4	Documentation														
	Final reporting including financial reporting														