

Annex 8

Sample mission schedule and work plan format

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Typical schedule for a CFSAM mission				
Date				
15/04/07	Sun	1		Travel to country
16/04/07	Mon	2	1	Meetings with MoA, other Gov't agencies, NGOs, donors;
17/04/07	Tue	3	2	
18/04/07	Wed	4	3	Organization, logistics, etc. for field visits; Training of field team participants
19/04/07	Thu	5	4	
20/04/07	Fri	6	1	Field visit programme by various teams:
21/04/07	Sat	7	2	
22/04/07	Sun	8	3	
23/04/07	Mon	9	4	
24/04/07	Tue	10	5	
25/04/07	Wed	11	6	
26/04/07	Thu	12	7	
27/04/07	Fri	13	8	
28/04/07	Sat	14	9	
29/04/07	Sun	15	10	
30/04/07	Mon	16	11	
01/05/07	Tue	17	12	
02/05/07	Wed	18	1	Return to capital city Discussions with stakeholders; debriefings
03/05/07	Thu	19	2	
04/05/07	Fri	20	3	Analysis and initial report writing
05/05/07	Sat	21	1	
06/05/07	Sun	22	2	
07/05/07	Mon	23	3	
08/05/07	Tue	24	4	
09/05/07	Wed	25	5	
10/05/07	Thu	26	6	
11/05/07	Fri	27		Travel from country

Work Plan								
Task	Person (or group) responsible	Time allocated	Done Y/N	Day 1	Day 2	Day 3	Day 4	etc.
1		1 day						
2		2 days						
3		1 day						
4		2 days						
5		1 day						
etc.								