

Politeknik Caltex Riau



Project Action Plan

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Project Action Plan (PAP)

PAP?

- A simple project management tool for leaders

Planning

- Task, team, materials, time, potential risk

Content (1)

Title of the Project	<u>Judul dalam Bahasa Indonesia</u> (Your title here, in English)
Country	Indonesia
Name	
Institution	
Position	
Project Team (Person who involved in this project)	
Objectives	
Expected learning outcomes	
Budget (Estimation)	

Main Task, Task and Milestone

- Main Task: **a piece of work** you must do, **usually as part of a larger project**. The main task consists of small tasks arranged to complete the main task.
- Task: as a part of the main task, with clear **activities, person, duration, resources and material, output, and potential risk**
- Milestone: a **specific point within** a project's life cycle used to measure the progress toward the final goal. Milestones break the project into phases.

Content (2)

What are the main tasks?	What are the key activities?	Who are involved?	How long will it take?	Which resources, materials and support needed?	What are the expected outputs?	What are the potential risks?
Planning xxxxxx (Main Task 1)	(e.g. dissemination of the call, selection of the participants, drafting the programme, preparing the financial report, etc.)	(e.g. NMT team, external partner, etc.)				
Task 1.a						
Task <u>1.b</u>						
Task 1.c						
Milestones Write your 1 st milestone here						

Notes

- Team (other leader, team, subordinate)
- Time projection
- Budget estimation
- Project alignment (institution vision and mission)

Example

Scope of Work

ANNUAL REPORTING OF FINANCIAL MANAGEMENT SYSTEM

PCR E-BUDGETING

PLANNING

Annual Activity and
Budget Planning

IMPLEMENTATION

Request for Payment
and Reporting based
on Activity

REPORTING

Financial Report
(Statement)

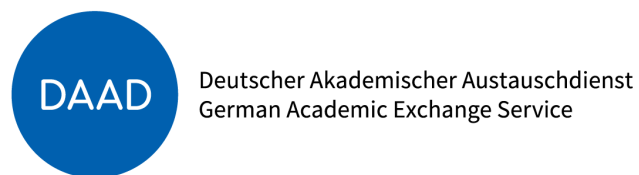
Question?



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Thank You



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