

| Work Plan Ta | | | | |
|--------------|--------------------|-----------|-------------------|-------------------------|
| S.No | Output/Deliverable | Activity | Sub-Activities | Responsible Person/Team |
| | Expected Result | Main Task | 1. Task Breakdown | Assigned Team/Person |
| | | | 2. Task Breakdown | |
| | | | 3. Task Breakdown | |

How to Use This Template

1. **Date:** The day the activity is planned.
2. **Output/Deliverable:** Define what is expected as a result of the activity.
3. **Activity:** The main action required to achieve the output.
4. **Sub-Activities:** Detailed breakdown of steps required to complete the activity.
5. **Responsible Person/Team:** Assign the task to a specific person or team.
6. **Start & End Date:** Specify the timeline for the activity.
7. **Status:** Track progress (Not Started, In Progress, Completed).
8. **Remarks:** Add any additional comments, challenges, or updates

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| Start Date | End Date | Status | Remarks |
|-------------------|-----------------|-----------------------------------|------------------|
| DD-MM-YYYY | DD-MM-YYYY | Not Started/In Progress/Completed | Notes/Challenges |