



ANNEX 8

ACTIVITY MATRIX

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NAME OF PROJECT AND REPORTING PERIOD

Activities	TARGET			ACTUAL			Date Implemented	Remarks		
	Qty	Participants			Qty	Participants				
		F	M	T		F			M	T
I. Seminars	x				x					
1.xxx		x	x	x		x	x	x	xxx	
2.xxx		x	x	x		x	x	x	xxx	
Subtotal		y	y	y		y	y	y		
II. Workshops	x				x					
1. xxx		x	x	x		x	x	x	xxx	
2. xxx		x	x	x		x	x	x	xxx	
Subtotal		y	y	y		y	y	y		
III. Conferences	x				x					
1.xxx		x	x	x		x	x	x	xxx	
2.xxx		x	x	x		x	x	x	xxx	
Subtotal		y	y	y		y	y	y		
Grand total	z	z	z	z	z	z	z	z		

NOTES:

a) The abbreviations are as follow:

- Qty – Quantity
- M – Male
- F – Female
- T – Total
- x – numerical figure of the quantity of activities and participants
- y – sub-total figure
- z – grand total figure
- xxx – titles of activities, dates of implementation and indication whether the activity implemented is unplanned or a deviation of the target

b) The Qty is the sum total of activities per sub-activity.

c) All the target activities should be indicated in the matrix – even if said activities are the same. For example:

I. Seminars

1. CBA Training
2. CBA Training
3. CBA Training
4. Campaign Training
5. Campaign Training

d) The M, F & T are the male, female and total number of participants.

e) Unplanned activities or deviations should be indicated in the Remarks.

f) This matrix can be applied for the midterm and annual reports only:

- For MTR – it will be the annual target activities versus the actual activities implemented during the 6-month period (January-June).
- For AR – it will be the annual target activities versus the actual activities implemented during the 12 month period (January-December).