



ANNEX B – D2. PRELIMINARY WORK PLAN

Purpose of this document:

This Preliminary Work Plan provides the operational and implementation framework for the project described in the Proposal Form (ANNEX A – D1). It translates the project’s objectives and approach into a structured plan of activities, milestones, timelines, governance arrangements, and expected outputs. While the Proposal Form focused on the strategic rationale and expected impact of the project, this Preliminary Work Plan focuses on how the project will be executed and managed during implementation.

Through this document, applicants should demonstrate how the project will be implemented in practice, including the sequencing of activities, the roles of project partners, and the mechanisms that will ensure effective coordination and delivery of results.

PROJECT SUMMARY TABLE

Please fill the following information about the project.

Project title	
Lead applicant organization/institution	
Country of lead applicant	
Co-applicant(s) organization/institution	
Country of co-applicant(s)	
Type of Health Technology (e.g., vaccines, therapeutics, diagnostics)	
Target Region(s)	
Key Implementation Country(ies)	
Project duration (years and months)	
Required funding amount (USD)	

1. KEY IMPLEMENTATION PHASES (350-400 words)



Please describe the main phases of project implementation and summarize how activities will progress over each of these phases. Typical phases may include, not necessarily in this order and with all steps:

1. Project preparation and governance setup
2. Technology transfer and capacity building
3. Product development or adaptation
4. Clinical validation and regulatory preparation
5. Manufacturing scale-up
6. Market entry and access deployment

2. KEY MILESTONES (250-300 words)

Please identify the major milestones of the project and the approximate timeline for achieving each of them.

Milestones should represent key **achievements or decision points that are critical to the progress of the project. These may include, for example,** partnership or governance arrangements technology transfer agreements; capacity-building activities, ; regulatory processes; facility upgrades or certifications;, production readiness, or implementation and delivery stages.

For each milestone, applicants should:

- Provide a brief description of the milestone;
- Indicate the main deliverables associated with its completion (i.e., tangible outputs or results);
- Specify the expected timing, either as a calendar date or as a project month (e.g., Month 6, Month 12).

Please ensure that milestones are realistic, clearly defined, and appropriately sequenced over the project lifecycle.

An illustrative example is provided below. Please note that each project proposal will have its own specificities, and the milestones and deliverables presented below are therefore intended solely as illustrative examples, and applicants should adapt milestones to the specific nature of their project:

Milestone	Deliverables	Expected Date
Project initiation	Governance and contracts finalized	Month 1
Partnership or technology agreement	Signed collaboration or licensing agreement	Month X

Technology transfer agreement signed	Formal licensing or collaboration agreement	Month X
Capacity-building or preparation phase	Training completed; systems or protocols in place	Month X
Manufacturing facility upgrade or readiness	Infrastructure upgraded; compliance standards achieved (e.g., GMP, where applicable)	Month X
Regulatory or approval process	Submission to relevant authorities or approval obtained	Month X
Pilot or initial implementation	First batch produced, pilot launched, or initial deployment completed	Month X
Scale-up and/or deployment	Expanded production, distribution, or implementation in target settings	Month X

3. ACTIVITY PLAN

Please describe the key activities required to achieve the project milestones outlined in the previous section. The activity plan should clearly demonstrate how proposed actions contribute to the delivery of milestones and the overall objectives of the project.

Applicants should:

- outline the main technical, operational, regulatory, and capacity-building activities required for project development and implementation
- Indicate the lead partner responsible for each activity, as well as any supporting partners where relevant
- Describe the expected outputs (i.e., immediate, tangible results) of each activity;
- Specify the timeline for each activity, ensuring alignment with the project's overall duration

Applicants should also clearly indicate the total project duration, including the proposed start and end points (e.g., Month 1 to Month 36), and ensure that all activities are realistically sequenced and logically connected to the milestones.

Outputs should refer to the direct results of activities (e.g., trained personnel, completed studies, established systems, submitted dossiers), and should collectively contribute to broader project outcomes such as:

- advancing product development or adaptation
- Strengthening local or regional production capacity



- supporting regulatory readiness and processes
- Enabling equitable access, deployment and distribution.

Please ensure that the activity plan reflects the diversity of possible project types and is adapted to the specific scope and approach of your proposal.

An illustrative example is provided below. Please note that each project proposal will have its own specificities, and the information presented in the table below is therefore intended solely as illustrative examples, and applicants should adapt it to the specific nature of their project:

Activity	Lead	Supporting partner (s)	Output	Timeline (example)
Technology transfer	Manufacturer	Technology provider	Technology package transferred and validated	Month 1-Month 12
Workforce training	University partner	Manufacturer	Personnel trained and certified	Month 6-Month 18
Clinical or validation studies	Research institute	Clinical sites	Study results and reports completed	Month 12-Month 30
Regulatory preparation	Regulatory partner	Manufacturer	Dossier prepared and submitted	Month 24-Month 36
Manufacturing readiness and scale-up	Manufacturer	Engineering partner	Facility upgraded and production capacity established	Month 30-Month 42
Scale-up and initial deployment	Manufacturer	Public Health agencies	Production scaled; initial distribution to target settings	Month 36–Month 48