

ACTIVITY SUMMARY

[Activity Name]

[Program name if applicable]

WHAT

Provide an overview of the activity. Complete/Confirm once design & planning decisions are made.

PROGRAM LOGIC (taken from Output Schedule – Programs)

Activity Outcome:

Program Outcome Domains:

(Also refer to the Program Framework overview).

What are the Key Outputs and Indicators?

Key Outputs:	Key Indicators:	Verification:

WHO

Provide an overview of who is involved. Referral partners, max number of participants, minimum ratios of volunteers, etc.

Participants:

Partners:

Team Roles:

(Refer to Role Profiles for more information)

Internal Stakeholders: (if relevant)

WHERE

Outline details and any key requirements or recommendations re. the venue / space / set up.

WHEN

Outline details and any key requirements or recommendations re. scheduling or timing.