Template for Process Action Plan (PAP) for projects below DKK 10 million

| Time line | Programme | Documentation |
| --- | --- | --- |
| The year prior to the programming of the project | Ensure that the project budget is inserted into the proposal for the Finance Act – hearing will be sent out by APD (normally in February/March) |  |
| Minimum one month prior to the head of unit’s approval of the project | **Process Action Plan**  | Process Action Plan for project development up to the registering of commitments - to be updated as relevant |
|  | **Recruitment of consultants** | Recruitment process initiated, if applicable |
|  | **Preparatory analyses**: Problem analysis, donor mapping, input from relevant partner strategies, lessons learnt (as applicable) | Final project selection |
|  | **Drafting of Identification Note** | Identification Note |
|  | **Formulation process** The fundamental considerations should be applied proportionally to the complexity of the project |  |
|  | **Preparation of Project Document** Either 1) Mini Project Document particularly designed for projects below DKK 10 million, which includes standard text on financial management, monitoring and evaluation, anti-corruption etc.Or 2) Standard Project Document to be attached to the Partner Agreement  | Finalised project document |
|  | **Internal appraisal**Use checklist for appraisal for projects up to DKK 10 million (Annex 9) | Checklist signed by the appraising desk officer and the Management of the MFA Unit and attached to the grant documents. |
|  | **Approval by the Head of unit**  | Appropriation note filled in + project document  |
| **Signing of legally binding agreement** (commitment) with partner.  | Either 1) The Mini Project Document particularly designed for projects below DKK 10 millionOr 2) Standard Project Document + Partner Agreement |
| **Register commitment** in MFA’s financial systems within budgeted quarter. |  |