



Market Development Project Activity Tracker
INTERNAL Activity Management

*Please note that this is a working document rather than a fixed 'terms of reference'.
 It will be updated as the activity evolves and clarity and strategy emerge.*

Updated: XXX

OVERALL INFORMATION	
Project Division:	
Project Manager:	
Activity Area:	
Partners:	
Objectives:	
General Description:	
TECHNICAL ACTIVITIES AND UPDATES	
People involved internally:	-
People involved externally:	-
Background:	-
More Recent Updates:	-
Activity Areas:	-
Timeline Summary:	○
Training and other support materials:	
Reports / Findings:	-
Outstanding Questions:	-
Immediate Action Items:	
MARKET ACTOR OWNERSHIP	
Offer to market actor(s):	
Primary market actor activities to demonstrate buy-in?	
Direct conversations and interactions between market actors?	
Cost Shares or other costs:	
Potential red flag	-

areas	
Challenges:	
Steps or potential to scale:	-
LEARNING REFLECTION	
What are we trying to learn:	-
Genetic lessons learned:	

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