**Concept Note**

**Executive Summary**

<< Summary of concept >>

***Global Good(s) work relates to:*** << name / list global good(s) >>

**Background**

<< motivation for work >>

**Objective**

<<insert objective here>>

**Activities**

<< list out work areas / activities / work packages – keep brief >>

**STAFF:**

*<< list key staff here – be brief >>*

|  |  |  |
| --- | --- | --- |
| **Staff** | | |
| **Name** | **Title/Team** | **Project Responsibilities** |
|  | <<lead>> |  |
|  | <<etc>> |  |
|  |  |  |
|  |  |  |

**Timeline**

<< build out summary timeline >>

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Team,**  **Location** |  | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| Weeks | | | | | | | | | |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Assumptions and dependencies**

<< insert assumptions and dependencies -- frame as to how they relate to the deliverables >>

**A.4 Payment and Deliverable Schedule**

|  |  |  |
| --- | --- | --- |
| **Deliverable Description** | **Due** | **Payment Amount (USD)** |
| << Deliverable name>>  << Description of deliverable >> |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |