Key Elements of a Programme Document

- Title
- Context assessment / rationale
  - including gender analysis
  - scope
- Objectives / Outcomes / Results
- Theory of change / Strategy
- Partnerships and participation
  - beneficiaries, disaggregated by sex, age, disability and other demographics
- Outputs, activities, timeframe
- Monitoring, evaluation, accountability and learning framework
- Assumptions and risks
- Sustainability and exit strategy
- Programme management (roles and responsibilities)
- Budget and funding strategy
- Logframe