



SERVICES SETA SPECIAL PROJECTS 2026/27

PROJECT PLAN TEMPLATE | Reference: SP2026/27-03

Complete this Project Plan and upload it with the online application form and Excel Budget Template. Do not repeat basic organisational details captured in the online form. Focus on the project logic, delivery plan, outcomes, budget summary and capacity to implement.

1. Organisational Details

Name	
Registration number	
Address	

2. Project Overview

Project Title	
Primary Focus Area	
Secondary Focus Area(s)	
Province / District / Municipality	
Project Duration (months)	
Number of Beneficiaries	
Amount Requested from Services SETA	

3. Implementation Plan

Use clear phases. Add or remove rows as needed but keep the same columns. Ac

Phase	Key Activities	Outputs / Deliverables	Timeline	Responsible Party
e.g. Mobilisation				
e.g. Beneficiary recruitment				
e.g. Delivery				
e.g. Support / placement / enterprise support				
e.g. Monitoring and reporting				
e.g. Close-out				

4. Expected Outcomes and Impact

Outcome Indicator	Target	How it will be verified
Beneficiaries reached		
Beneficiaries completing intervention		
Jobs created / placements achieved		
Enterprises supported / created		
Income or livelihood outcomes		
Other measurable outcome		

5. Applicant Confirmation

Authorised Representative	
Designation	
Signature	
Date	