

Tool 10

Commitment Implementation Plan

This tool defines the how behind each OGP commitment. While the commitment template outlines what needs to be achieved, this implementation plan details the specific activities, timelines, resources, responsibilities, and potential risks. This template can be completed for each commitment individually.

- **Fill it in collaboratively with all implementing partners** (government focal points, CSO co-leads, and youth organizations) at the start of the implementation phase. This builds shared ownership and clearer accountability.
- **Review at every progress meeting.** Update the “Status” and “Notes/Progress” categories regularly. Use the Risk Register to flag challenges early and agree on how to address them. If a change goes beyond activities and affects the commitment itself, such as its scope, timeline, or ownership, agree on it through a co-review with your stakeholders and make sure it is communicated to OGP through the Point of Contact.

A. COMMITMENT OVERVIEW

Commitment name

Submitted as (action plan + year /batch/individual commitment)

Lead government agency (name + contact)

CSO and youth co-lead(s) (name + contact)

Implementation period (Start → End)

Overall objective

Problem to be solved

Brief description of milestones

Intended outcome

B. ACTIVITY PLAN

List all activities needed to achieve your commitment milestones. Be specific about who does what, when, and with what resources. Duplicate this template as needed.

Activity

Related milestone

Start date

End date

Responsible party

Youth co-lead(s) role

Resources needed

Status (On track, delayed, stalled)

Notes and progress

C. RISK REGISTER

Identify risks that could delay or derail implementation. Rate likelihood and impact as High (H), Medium (M), or Low (L). Duplicate this template as needed.

Risk

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Likelihood (H, M, L)

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Impact (H, M, L)

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Mitigation strategy

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Who monitors

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