Tasks	Time (weeks)																			
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Prepare detailed methodologies for development of: Situational Analysis, Open Data Strategies and Action Plans for both Akhaltsikhe and Kutaisi City Halls as well as capacity building activities.	■	■																		
Prepare of detailed work plan for: elaboration of Situational Analysis, Open Data Strategies and Action Plans, monitoring frameworks and capacity building activities for both Akhaltsikhe and Kutaisi City Halls.	■	■																		
Conduct comprehensive situational analysis in connection with open data collection, processing and publication practices in Akhaltsikhe and Kutaisi City Halls *(situational analysis process among other elements should also envisage focus group meetings with different stakeholders);*			■	■	■	■														
Based on findings of situational analysis and international best practices develop situational analysis reports together with recommendations tailored to the individual needs of Akhaltsikhe and Kutaisi Municipalities for improvement of open data management including publication of datasets on the open data portal www.data.gov.ge and websites of the respective City Halls in a consistent and verifiable manner**;**					■	■	■	■												
Present findings of situational analysis and recommendations for improvement of Open Data management to the leadership of Akhaltsikhe and Kutaisi City Halls including by providing information on: - Open Data License; - Recommended Formats for Open Data; - Recommended Standards for Open Data; - Unique Resource identifiers.							■	■												
Develop draft Strategies and Action Plans (2019-2020) highlighting concrete steps on how to improve open data management process in Akhaltsikhe and Kutaisi City Halls**;**					■	■	■	■												
Conduct public discussions *(in focus group format)* on the draft Open Data Strategies and Action Plans in Akhaltsikhe and Kutaisi										■		■								
Finalize Strategies and Action Plans (2019-2020) highlighting concrete steps on how to improve open data management in Akhaltsikhe and													■	■	■					

Activity																			
Kutaisi City Halls together with monitoring frameworks											■	■	■						
Develop training module and material, including open data manual for the capacity building activities for the relevant staff of Akhaltsikhe and Kutaisi City Halls to successfully collect, process and publish open government data in practice;							■	■					■	■					
Conduct capacity building activities for the relevant staff of Akhaltsikhe and Kutaisi City Halls to successfully collect, process and publish open government data in practice.							■	■	■							■	■	■	
Develop and submit all deliverables in the final form including the final report summarizing work conducted and results achieved (Geo-English)																		■