

WORK PLAN OF THE CENTRE FOR CREATIVE PERFORMING ARTS AND SPORTS: 2022/2023

Main Activities	Sub Activities	Target output	Performance Indicators	Required Resources	Time Frame(Quarter) 2022/2023				Budget(Million) KES	Responsible Officer(s)
1.1 Initiate operational ization of the Centre	Make requisition for office space Requisition for staff Equipping the Office	Office space Administrative staff in the office Equipped office	Memos requesting for space and staff Budget for equipping the office	<ul style="list-style-type: none"> Finances Stationary 	✓	✓			KES. 500,000	Coordinator CECPAS
1.2 Establish and equip a room for indoor games	Maintain room to be used for indoor games	Well-furnished room for indoor games	<ul style="list-style-type: none"> Procurement Requisition forms 	<ul style="list-style-type: none"> Finances 	✓	✓	✓	✓	KES. 1,000,000	Coordinator CECPAS
1.3 Develop one programme in sports	Form a team to develop a certificate programme in Physical Education	Manuscript of a developed programme	<ul style="list-style-type: none"> Minutes of meetings Attendance list Programme 	<ul style="list-style-type: none"> Human Resources Stationery materials 	✓	✓	✓		KES. 500,000	Coordinator CECPAS
SUB –TOTAL									KES. 2,000,000	