

# Developing an Action Plan

# What is an action plan?

- It makes the vision concrete.
- It shows how you will implement strategies to attain your objectives.

# Why develop an action plan?

- To lend credibility to your organization.
- Don't overlook details.
- For feasibility.
- For efficiency.
- For accountability.

# When do you develop an action plan?

- The "A" in VMOSA -- After you develop your vision, mission, objectives, and strategies.
- Early--within 6 months.
- Ongoing--revise monthly.

# Tips for planning meetings

- Be inclusive.
- Create a safe, comfortable environment.
- Prepare for possible conflict.
- Be efficient.
- Record what happens.
- Communicate the products of planning.
- Support and encourage group members.

# Who to convene for your planning group

- Influential people from all groups affected.
- People directly involved in the problem or issue.
- Members of grassroots organizations.
- Members of ethnic and cultural groups.
- Different sectors of the community: media, the business community, religious groups, schools, youth organizations, social service organizations, health organizations.

# Preparing an action plan

- Determine what people and sectors of the community should be included.
- Convene a planning group.
- Develop an action plan with action steps for all proposed changes.
- Review completed plan.
- Follow through.
- Keep everyone informed.
- Keep track of what (and how well) you've done.
- Celebrate accomplishments.

# Contents of the action plan

- What action or change will occur?
- Who will carry it out?
- By when (for how long)?
- What resources are needed?
- Communication (who should know what?)

# Ensuring member accountability

- Supportive phone calls.
- Reports on progress at meetings.
- Celebrate accomplishments.

# Criteria for the action plan

The action plan should be:

- Complete
- Clear
- Current

# Practice exercise: Creating an action plan for your group

- Prepare an action plan for your group.
- Report them to the group.
- Consider whether they meet the criteria.
- Revise based on feedback.

# Step 1: Identify Tasks

- Start by brainstorming all of the tasks that you need to complete to accomplish your objective.
- It's helpful to start this process at the very beginning. What's the very first action you'll need to take? Once that task is complete, what comes next? Are there any steps that should be prioritized [Add to My Personal Learning Plan] to meet specific deadlines, or because of limits on other people's availability?

## Step 2: Analyze and Delegate Tasks

- Now that you can see the entire project from beginning to end, look at each task in greater detail.
- Are there any steps that you could drop, but still meet your objective? Which tasks could you delegate [Add to My Personal Learning Plan] to someone else on your team, or could be dealt with by a freelancer? Are there any deadlines for specific steps? Do you need to arrange additional resources?

# Step 3: Double-Check With SCHEMES

Use the SCHEMES\* mnemonic to check that your plan is comprehensive.

SCHEMES stands for:

- Space.
  - Cash.
  - Helpers/People.
  - Equipment.
  - Materials.
  - Expertise.
  - Systems.
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- You may not need to think about all of these to complete your project. For instance, for a small internal project to streamline the format of your team's reports, you might only need to think about "Helpers/People," "Expertise," and "Systems."

# References:

- [https://www.mindtools.com/pages/article/newHTE\\_04.htm](https://www.mindtools.com/pages/article/newHTE_04.htm)
- <http://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/main>