

# Creating an Action Plan

## Action Plan

An action plan is a written description of your team's step-by-step strategies for implementing specific and measurable project tasks. Displaying a written action plan and time-lines on the wall for every meeting helps team members be mindful of their accomplishments and jointly accountable for timely results.

In creating your action plan, keep seven things in mind:

1. Your team's overarching goals and project charter;
2. How much time you have to work together;
3. The information, resources, and power you need to meet these goals;
4. The potential barriers to meeting your goals, and possible alternative courses of action;
5. The project's intermediate goals and the order in which you will go about your work;
6. How you will make your work public; and
7. How you will evaluate the public impact of your work.

## Planning Process

1. **Review your evolving power map:**
  - a. Which stakeholders do you need to talk to or work with to accomplish your goals?
  - b. Who are the primary stakeholders that have influence on your project?
  - c. Who are possible allies? Barriers? Gatekeepers? Who can you influence?
  - d. What information, power, or resources do you need to convince possible gatekeepers to let you move forward?
2. **Identify your main project strategies and goals.**
  - a. What are the main strategies and goals you need to do to complete your project?
  - b. What do you want to accomplish by the end of the project?
  - c. What do you need to do to finish the project?
  - d. Which goals are most important to completing your project?
3. **Make a draft list of goals in sequential order.**
  - a. What things need to be done first?
  - b. What is the logical way to order your goals so you can complete your project?
  - c. What can you work on concurrently?
4. **Brainstorm a big list of the possible things that need to be done for each goal.**
5. **Agree on specific objectives for each goal.**
  - a. What ideas on the brainstorm list are more realistic?
  - b. Keep in mind that a good objective is "SMART"  
Specific: it addresses the matter specifically.  
Measurable: it can be measured to see whether it has been achieved.  
Achievable: it is within the means/capacity of your group.  
Realistic: it is practical and can be accomplished within a reasonable time frame.  
Time-bound: the time period for reaching it is clearly specified.

6. **Set tasks for each objective.**
  - a. What are all the possible tasks for each objective?
  - b. What is the priority order for the tasks?
  - c. What is the logical progression of the tasks you need to accomplish?
  
7. **Create timelines.**
  - a. What timelines should be set for your objectives and tasks? Weekly? Monthly?
  - b. What is realistic to get accomplished within a specific time frame?
  - c. What are important deadlines for each step?
  
8. **Establish accountability.**
  - a. What do you need to do to make sure the work gets done on time?
  - b. Who is responsible for each task?
  - c. Does your team want to have an “accountability checker” to check in with those who are doing the task?
  
9. **Review and revise your plan.**
  
10. **Plan celebrations.**

Action Plan Template

Action Plan					
Action Team Name:			Date:		
Issue:					
Project Charter:					
Goals	Objectives	Tasks	Responsibility	Timeline	Measures of Success