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.

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Why develop an action plan?

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

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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.

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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.

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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.

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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?)

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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

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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.

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