WHAT IS ACTION PLANNING?
A strategic exercise that results in a personal or group roadmap or timetable describing the specific steps that need to be taken to achieve a single or multiple objectives.

ACTION PLANNING MAY BE ORGANIZED
» as a facilitated activity that guides participants through action planning.
» at the national, regional, community, institutional, and/or individual levels.

USE IT TO
» apply and/or localize knowledge.
» create a tangible output and road map for follow-up action.
» encourage ownership of follow-up actions.
» enable knowledge transfer.

HOW TO USE IT
» The facilitator of the action planning activity should provide clear guidelines to participants about how to create an action plan; most importantly, the facilitator should guide the participants in writing a realistic plan.
» For an effective action planning activity, participants should consider using the following steps:
  › Define what needs to be accomplished.
  › Assign roles and responsibilities. Also identify key stakeholders, as successful implementation depends on buy in from relevant stakeholders.
  › Prepare a list of activities, decide what is feasible (consider cost and resources), and prioritize.
  › Break activities into discrete, measurable steps. It helps to write the projected actions as separate tasks that are both realistic and attainable. Make sure to identify the individual and/or organization responsible for each task.
  › Create a timeline with major milestones.