

ACTION PLANNING



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.