



Action Plan

How to use this tool

Assemble your team and establish what actions need to be taken to move your plan forward. Define clear, achievable targets and timeframes. Assign a specific person or organisation responsible for the delivery of the action.

When to use this tool

When you have a clear idea of what you want to achieve. This helps you to monitor your progress, evaluate success of implementation and to keep the momentum.



ACTION	PLAYERS INVOLVED	TIME FRAME	COST & FUNDING SOURCE	IMPACT & METRICS