



Future Steps – General Action Plan Proposed Methodology

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Lifelong
Learning
Programme

Action Plan – Implementation Modules

The purpose of an action plan is to provide a clear basis or "blueprint" for the implementation of modules (LCA/LCC, Energy, Waste) aimed at addressing an identified priority issue.

1.- What is action planning?

- Outputs
- Human resources plan
- Timing
- Resourcing

2.- Before you begin

- What must be in place
- Who should be involved
- Preparatory work
- The agenda

3.- Planning activities step-by-step

- What must be achieved?
- Which activities does it involve?
- When shall activities be implemented?
- Who will be the responsible?
- Which inputs/resources are needed?
- Action Plan Description

Action Plan – Implementation Modules

1.- What is action planning?

- **Outputs**
- **Human resources plan.**
- **Timing.**
- **Resourcing.**

When you prepare your action plan, it can be useful to develop a human resourcing plan based on it. This is a summary of what you will need in human resource terms to carry out the planned activities.

Outputs are those things which show that activities have successfully taken place. They are the results of the activities.

There are two aspects to timing in action planning:

- When to do it; and
- How to plan the time needed to carry out your activities.

The resources you need to carry out an action plan include: people, time, space, equipment.

Action Plan – Implementation Modules

Who should be involved in an action planning process?.

- Who should attend? - Why is it important to include all staff possible at this stage?
- Do we need an external facilitator?

You can do action planning simply as a way of getting through tasks that need to be done, but you shouldn't, action planning should follow on from strategic planning and should be related to a strategic framework of the company:

- **What's the company motivation?**

2.- Before you begin.

- **What must be in place.**
- **Who should be involved.**
- **Preparatory work**
- **The Agenda**

In an action planning process the focus is on the detail, on making sure that things happen as they are supposed to and when they are supposed to.

Do we need additional information in order to plan?

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Activities		Time frame (begin by, complete by)	Person responsible	Costs/inputs
1. Contact all schools and request lists of under-qualified teachers and their subject-specialities.	Begin: September Complete: October	Miriam (Schools Project Officer)	Phone costs, e-mail costs, Miriam's time.	
2. Follow-up with schools.	Last week October	Miriam	Phone, e-mail, Miriam's time.	

3.- Planning activities step-by-step.

- What must be achieved?
- What steps does it involve?
- When must steps happened?
- Who will be the responsible?
- What inputs/resources are needed?

Activities are the steps that you need to take in order to get the results which will contribute to the achievement of the modules implementation.

These steps need to be put in a logical sequence, and someone must take responsibility for making sure they happen.

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Once each working unit, and the organisation overall, know what is expected of them, each individual staff member needs to translate this into what it means for him or her.

Implementation means transforming a plan into action. It means taking steps to see that objectives are achieved by carrying out action plans. All the planning in the world is worth nothing if there is no implementation.

- Effective workplans at the team / departmental level.
- Individual plans that are based on the team workplan and on organisational priorities.
- Good management.

4.- Implementation

- **The work plan**
- **Individual plans**
- **Role of management**

This is referred to as “the basic model for building up implementation plan”.

Action Plan – Implementation Modules

It helps those in leadership positions determine whether the organization is implementing its action plan effectively and efficiently.

Monitoring in the context of action planning is the ongoing assessment of how the implementation is performing against its action plans.

- Are outputs being achieved within the timeframes set?
- Are resources being efficiently and effectively used?
- Are we doing what we said we would do and if not, why not?
- Are work units meeting their objectives?
- Are individuals meeting their objectives?

Don't just collect information for the sake of having it. You must have a purpose, a reason for collecting the information.

5.- Monitoring/Evaluation of the results.