

Action Planning Template

The template below shows logical form for planning and gives an example of how to use it to work through the planning step by step. Note that the planning includes listing outcomes for each initiative/project. Naming the outcomes means that evaluation will be easier and more accurate.

Initiative – what we want to do e.g. install benches in the village green area

Strategies – how are we going to do it?	Resources – what we have – what we need	Potential Partners – who will work with us?	Tasks Assignment – who leads, who else helps?	Priority & Timelines (e.g. 1 month, 3 months, a year) Priority – High
Explore different kinds of benches that might be long-lasting and in our price range	Set a budget for the whole project	Talk with the Lions Club and the Rotary Club	Roy Johnston – member of the Lions	Installed by July 1, 2015
Write up a proposal describing a project of placing “memory benches” in the space	Families who might wish to donate “memory benches”	Local churches Seniors Club	Reverend Smith Joan Thomson (already wants to donate a bench)	One month
Contact John Kruger to see what he might suggest and the price	John Kruger – constructs picnic tables and other outdoor furniture			immediately

Outcomes

Example: For Initiative #1 – installing benches in the village green area

Short term:

- increased awareness of the community environment among all community members
- cooperation with service clubs and seniors groups raises trust and confidence
- environment is planned and improved with consideration for older adults
- families are able to honour those who have passed away, who are facing significant challenges or who celebrate a very significant accomplishment
- local Council is helped to make improvements without a large budget expenditure
- volunteer opportunities for older adults and/or youth

Intermediate:

- increased possibility for physical activity for older adults, parents with small children and those with physical challenges
- increased use of the village green area by all community members
- increased opportunities for intergenerational connections

Long term:

- lessen isolation for older adults
- improved physical and mental health for older adults and those with physical challenges
- increased quality of life within the community

*<http://www.seniors.alberta.ca/documents/AgeFriendly-Action-Plan-2012.pdf>
Offers another example and shows how different projects could be listed and given priority.*