

Community Action Plan Template

WHAT IS AN ACTION PLAN?

In some ways, an action plan is a "heroic" act: it helps us turn our dreams into a reality. An action plan is a way to make sure your organization's vision is made concrete. It describes the way your group will use its strategies to meet its objectives. An action plan consists of a number of action steps or changes to be brought about in your community.

Each action step or change to be sought should include the following information:

- What actions or changes will occur
- Who will carry out these changes
- By when they will take place, and for how long
- What resources (i.e., money, staff) are needed to carry out these changes
- Communication (who should know what?)

WHAT ARE THE CRITERIA FOR A GOOD ACTION PLAN?

The action plan for your initiative should meet several criteria.

Is the action plan:

- *Complete?* Does it list all the action steps or changes to be sought in all relevant parts of the community (e.g., schools, business, government, faith community)?
- *Clear?* Is it apparent who will do what by when?
- *Current?* Does the action plan reflect the current work? Does it anticipate newly emerging opportunities and barriers?

THE TEMPLATE

Cover Letter: A page that has your name, the name of your project and a brief description of what your action is and who it will help.

Introduction: a description of the purpose of the Action plan and how it was developed as well as the common understanding of why an action plan is needed

Community profile: a brief overview of the distinguishing feature of your community (Economic status, racial make up, immigration status etc.) and the priority issues
You must:

- Identify the Problems, Needs, and Resource Potential. You **define the problems** that are actually faced by the community, the needs that must be fulfilled in order to overcome the problems and what other organizations can help you address these problems. This process of identification should be done carefully in order to avoid becoming just a task of making a "wish list", and should be viewed as a process of

understanding the current situation and what must be done to overcome the situation as fast as possible.

- You must determine the Priority in Problems and Needs:
In this part the problems and needs are ranked by you according to their level of urgency, their importance for the development of community life, and the opportunity to overcome and to fulfill (viewed in terms of the availability of local resources as well as external resources that might be reached).

The Community action Plan:

In this section you will formulate the Choice of *Strategy*. The *strategy* is developed and the approach chosen that is the most feasible to overcome the problems on your priority list. You will then formulate a Choice of Action. The Choice of Action it is determined which action has to be taken in implementing the chosen *strategy* and approach. Lastly you will create an Implementation Plan. This stage is used to formulate a schedule and the division of tasks in carrying out the action chosen

- A description of the issues and community goals
- Lead activities and projects that will address the issues
- Suggestions for new projects or community-wide campaign
- When these things would take place

Resources:

- Where to go for Financial support
- Where to get advice and educational material
- Where to get donated products or services
- Where to get help planning

Network: a contact list of key groups, government department, and others who are supporting your community plan