



# ACTION PLAN TEMPLATE

This is a great way for a small team or sub-group to structure planning any desired outcome from their work. Each step builds on the thinking from the last until a whole picture of how to approach the action is created. It can be altered over time as things change from the original plan. If the team keeps it with them they can use it to stay focused on their purpose and their progress.

**ACTION TITLE: Name of our action**

**ACTION TEAM: Coordinator and support team**

**GOAL: What we want to achieve**



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**WHY? Reasons, possible arguments against our plan, our responses to these arguments**

Empty space for writing reasons and responses.

**AUDIENCE: Who we need to involve or convince; who will benefit and how (particular group, year level, whole school, whole community)**

Empty space for writing the audience.

**WHAT WE WILL DO: Summary of planned action**

Empty space for writing the summary of planned action.



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## ACTION STEPS: The steps we will take

What?	Who will do it?	By when?	Resources needed?



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**RESOURCES:** Funds that are needed; cost of the plan; other resources or support we'll need

A large, empty light gray rectangular box intended for writing the resources section of the action plan.

**SUPPORT:** Who can help us?

A large, empty light gray rectangular box intended for writing the support section of the action plan.

**LINKS:** Links to other groups

A large, empty light gray rectangular box intended for writing the links section of the action plan.



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**EVALUATION:** How we will know if we succeeded, and how we will report on the completion of the action

**CELEBRATION:** How we will celebrate completing the action; and how we will acknowledge the students and staff who have helped us