

Creating an Action Plan

The discussion during the meeting should culminate in a conversation about what comes next. Use the ideas generated in the group discussion to create an action plan that lays out steps the group will take to improve transportation programs in the community. Developing a formal plan increases the likelihood of forward progress.

Why Create an Action Plan?

An action plan is a helpful tool the group can use as they work together to respond to a need in the community. The action plan helps the group organize their thoughts and ideas into tangible steps to address an identified problem. The overall purpose of an action plan is to provide a mechanism to document the steps necessary for change to occur. It holds the group accountable for completing agreed-upon activities. Use the Action Plan Template to guide the group through the following steps.

Steps to Creating an Action Plan

1. **Define the problem.** There may be several problems that arise but to start, choose one that the group can realistically undertake.
2. **Identify a solution.** Don't spend too much time talking about what's wrong, instead, focus the discussion on what a solution might look like. With input from everyone, choose a solution to focus on. If there are several good ideas, record them all but choose one to start with.
3. **Describe the action steps needed to achieve the solution.** Visualize what the ideal solution looks like, then define the steps needed to make it happen. Break the work into small steps that are clearly defined, reasonable to complete and measurable.
4. **Decide who will complete each action step.** Pay attention to people's strengths and availability. Try to spread the work out as much as possible.
5. **List deadlines for each action step to be completed.** Deadlines help ensure the project will stay on track.
6. **List the resources** that are needed to complete each action step.
7. **Define the desired outcome.** Describe what it looks like when the action step has been completed.

Once complete, make sure each participant has a copy of the action plan. The action plan is a working document and should be reviewed and revised regularly. Schedule ongoing meetings to keep everyone updated on progress and celebrate successes along the way. Use the action plan to keep everyone focused and accountable. Change can become a reality with dedication to meeting the goal, one action step at a time.



Community Engagement Toolkit

Essentials for Planning & Facilitating Meaningful Conversations

Action Plan for *[Community or Initiative Name]*

Identified Problem or Challenge: _____

Identified Solution: _____

Action Steps	By Whom	By When	Resources and Support	Desired Outcome
<i>What needs to be done?</i>	<i>Who will take action?</i>	<i>When will it be done?</i>	<i>What resources are needed?</i>	<i>How will you know it is completed?</i>
Action Step 1:				
Action Step 2:				
Action Step 3:				