



ACTION PLANS

ACTION PLANS are what translate wishes into results. An ACTION PLAN is to be written for each objective.

1. List all the things, which must be done in order to accomplish the objectives.
2. Rewrite this list of actions in proper time sequence. Do not worry about precise accuracy in the sequence.
3. Give each action a priority indicating the importance of the action to the accomplishment of the objective. Actions, which are not at least useful, should be eliminated. You should also question the inclusion of actions, which are merely beneficial, especially if they take much time or money.
4. Insert the initials of all people who will be involved in each action.
5. Fill in the estimated cost for each action not including people costs.
6. Fill in the estimated time required for each person (individually and separately) for each action, stated in man-days. Round off to the nearest half-day.

Those who will have major roles in the action plan should be involved in the writing of the action plan. This assures solid input and commitment. It is strongly recommended that ad hoc teams of no less than two people be assigned to write the action plans. There should be a team leader, who will be responsible for seeing to it that the action plan is written and for coordinating the follow-through.

There are two common errors in writing an action plan. First, an action plan should not be a plan to plan, but rather the specific action to achieve the objective. In some instances, this may not be possible (i.e. when determining WHAT TO DO will be a major undertaking in itself). Second, actions must be just that – *action*, they should not be outcomes. It is good practice for an action to begin with an action verb.



Action Plans

Priority	Action	People	Cost	Time (days)	State Date	Finish Date

