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CREATING AN ACTION PLAN

It's crucial to implement a logical action plan, with short and long-term goals, in order to achieve the project. A detailed plan will ensure better monitoring and success.

What you can do:

- Here's a quick guide to asking questions to help you establish your action plan (See Chart 2: Action Plan).
- Make an action plan for more complex tasks

Example: a full day of cleaning duties in a park as part of a revitalization project of public spaces

- Involve those affected during the implementation phase of your project
- For smaller tasks, you can use management tools like: Google Task, Wunderlist, Task Coach...

Sources:

Voir fiche Comment créer un projet? – Sources



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In order to implement your action plan, you have to ask yourself some essential questions.

Why? Think about the context and desired goals of the action plan. A global action plan is necessary to help you list all the tasks to be done.

What? Make a list of actions with a brief description for each.

Who? Decide who's responsible. It can be a person, an organization, a group, etc. On a regular basis, inform those concerned about the evolution of your project's action plan.

How? List all resources or means needed to take action.

When? Determine when a task will be completed (deadline). You can establish the expected start and finish date. Provide a sufficient timeframe. Set a deadline when the action has to be completed if necessary.

Where? Identify the place, if necessary

Success: Establish the criteria for success so you can plan your next set of actions.

An action plan is a tool - avoid putting too many details in your action plan and taking too much time creating it.
You have to get in gear!

Sources:

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Choosing which actions to prioritize isn't always easy. However, this is an important step that will allow you to focus your energy and that of your team on your priorities rather than the details. Here's a tool to help you decide the order of priority of each action.

Prioriser ses actions : La matrice de Eisenhower

| | | |
|-------------|---|--|
| Important ↑ | Importantes Non urgentes Priorité #2 | Importantes et urgentes Priorité #1 |
| | Non importantes Non urgentes Priorité #4 / Abandonner | Non importantes Urgentes Priorité #3 |
| | Urgent → | |

This method allows you to:

- Have an overall vision of each action
- Avoid forgetting important elements
- Identify and optimize methods
- Pinpoint where you are in your project (accomplished tasks, tasks to be done)
- Easily find alternative solutions and identify their repercussions for the project
- Give a precise role to each participant depending on their interests and abilities, and what gets them motivated and involved
- Avoid wasting time and energy

Sources:

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