

Guidelines for developing a action plan

We would like to share some advice to guide you in developing your action plans—critical tools for the success of your missions.

Consider the following elements:

1. **Objective Definition:** Start by determining clear and measurable objectives that reflect what you aim to achieve through your actions. Ask yourself: What change or result do we hope to see?
2. **Identifying the Audience:** Who will benefit from your efforts? Which population(s) do you wish to reach?
3. **Setting Priorities for Your Organization.**
4. **Activity Planning:** Once you've established your objectives and priorities, detail the necessary steps to achieve them. You can create an activity calendar that includes regular initiatives as well as special events or seasonal programs. Realistic and flexible planning, with possible adjustments along the way, is key.
5. **Resource Mobilization:** Take inventory of available resources (human, material, and financial) and identify those that need to be mobilized or acquired for plan implementation.
6. **Evaluation Strategy:** It's essential to integrate an evaluation method from the outset to assess the impact of your actions. This allows measurement of goal achievement and results, as well as identification of areas for improvement.

We highly recommend presenting your action plan in a concise and visual format, such as a table. This facilitates reading and enables all team members to quickly grasp essential elements. The key is to remain concise and simple, limiting your document to a maximum of five pages.

Happy planning! ☀️
