

Guidelines for developing a action plan

The action plan can include the following elements

The main objectives and priorities you are pursuing for the next year, indicating:

- ▶ The expected results (targeted objectives);
- ▶ Planned activities;
- ▶ The target clientele;
- ▶ The salaried and volunteer human resources involved;
- ▶ The partners involved (if applicable);
- ▶ The planned evaluation methods.

If you have an activity calendar or a schedule, please attach it to your action plan.

If you wish, you can present your action plan in a table format. We encourage you to be concise and limit it to a maximum of five pages.