

Guidelines for developing an action plan

The action plan could include the following elements:

1. The main objectives and priorities of your organization for the coming year;
2. For each of your programs:
 - ▶ The expected results (targeted objectives);
 - ▶ Planned activities;
 - ▶ The target clientele;
 - ▶ The salaried and volunteer human resources involved;
 - ▶ The planned evaluation methods.
3. If you have an activity calendar or a timeline, please attach it to your action plan;
4. The summer program.

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.