

Worksheet 8: Developing an Action Plan

The next step in the planning process is to develop an action plan. The action plan will organize your policy goal(s), strategies, and activities into a single document. This action plan should include specific action steps, and specify who is going to do what and by when. Use one worksheet per policy goal for a complete action plan. ***Refer to Step 8 in the Worksheet User's Guide for more assistance with this worksheet.***

What you will need to complete your action plan:

- Your policy goal(s) from worksheet 5
- The strategies you will use to achieve your policy goal(s) from worksheet 7
- The activities to implement your strategies from worksheet 7

You may also need to refer to other worksheets to fully develop your action plan. For example, if you have identified media connections (in worksheet 3) as something you need to achieve your policy goals, incorporate that into your action plan too.

See sample action plan for additional resources.

Table 8: Your Action Plan

Policy Goal #___:

Strategy	Activities	Who	By When	Resources Needed