



# **ACTION PLAN**

Let's get started. We created this action plan together based on our experiences of taking action in our community, it helps to keep also little details in mind.

Setting the base:
Topic at local or global level:
Problem (be as specific as possible):
Who is the target group?
What is the aim?
How to make a change?  Remember the 4 ways of action. Where do you want to start? Collect creative ideas!





## Step by step!

Write a to-do-list. What do we have to do to prepare for the tasks that come to your mind. You can set the names and		w collect all
Task	June 11	Kím
		••••••
With whom? Which network can be mobilised?		
Supporters:		
Opponents:		





Where does it take place?	
When does it happen?	
Communication	
How to spread information about the action?	

Now have a look at your to-do-list again and add a timeline. Until when should the task be completed?

Set milestones and don't forget to plan necessary meetings in your process.





### Who is responsible for what

Taking into account talents, preferences and personal resources look again at the timeline and distribute the tasks. Who is responsible for what?

You can also distribute general roles and responsibilities. That can help to quickly distribute new tasks.

Name / responsibility:	
Name / responsibility:	

Check your process in between: are you still on track? Do you have your aim clear in mind?





#### Risks & Documentation

Things change! It is always good to be prepared. Think about possible risks (e.g. rainy weather), and in best case have some ideas for a backup plan.

Possible risk	Plan B:





### Take action and grow!

To learn, develop and grow as an activist and as a group it is important to reflect on your process. Even though at the end of the Action Plan, it is part of the magic ingredients to success to document and evaluate. But with all this, never forget to celebrate every step you achieved and to have fun!

Documentation:
What did you achieve so far? What were your challenges? How did you work?







#### Evaluation:

How do you feel about your personal contribution? How was your group dynamic? How has this experience changed your perception of yourself and your way of thinking? How did this confront your values? What do you take away for future actions?		





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