

# MARKET DRAYTON COMMUNITY PARTNERSHIP :-Action Plan Guidelines

## **What Should be Included in an Action Plan**

While each action plan activity must be customized to fit a particular project, they each need to contain at least one of the following components:

1. **Identification of team member roles:** The team member roles needs to be clearly identified.
2. **Stakeholders:** Key stakeholders (recipients & benefit providers,) need to be identified,. This is particularly important in fund raising
3. **Project Goals: WHAT ARE YOU GOING TO DO:** The goal statement needs to be clearly stated and is important to the success of the project. Goals should be specific, measurable, and achievable. Highlighting seperate actions for 2012 & 2013
4. **Scope Statement:** The scope statement must describe the major components of the project so that it will be clear if extra work will be needed to added on at a later date.
5. **Project Risks:** Any risks that may rear their head and potentially interrupt the attainment of goals need to be recognized. Each risk should be carefully analyzed, quantified, and prioritized and then responded to.
6. **What will it look like when finished:** A description of the finished project to include include a list of deliverables produced by the team work and that will be delivered to the TOWN
7. **Cost Estimates:** Cost estimates must be included in the charter. These can include information on whether the budget is fixed and if there is indeed enough information presented to make an accurate estimate. This can be left blank & completed later when accurate costings are available.
8. **Schedule Estimates:** If project duration estimates are established,( Otherwise known as a Gantt chart) progress vs timing can be measured or resheduled.

## **Conclusion**

An Action Plan has goals, and these goals will drive the format, language, and style of the charter. Simple and short is always better. Start out stating what you want to do, how long it will take, what it will look like when you have finished. Then review.

