

## Action Plan Development

An action plan is a checklist for the steps or tasks you need to complete in order to achieve the goals you have set.

It's an essential part of the strategic planning process and helps with improving teamwork planning. Not only in project management, but action plans can be used by individuals to prepare a strategy to achieve their own personal goals as well.

Components of an action plan include





- A well-defined description of the goal to be achieved
- Tasks/ steps that need to be carried out to reach the goal
- People who will be in charge of carrying out each task
- When will these tasks be completed (deadlines and milestones)
- Resources needed to complete the tasks
- Measures to evaluate progress

An action plan is not something set in stone. As your organization grows, and surrounding circumstances change, you will have to revisit and make adjustments to meet the latest needs.



Planning helps you prepare for the obstacles ahead and keep you on track.

**Using the feedback from your country's stakeholders during Standardisation Workshop 4, you are tasked with developing an action plan to better engage them in standardisation.**

## Responding to Stakeholder Needs

<b>SMART GOALS</b> Specific, Measurable, Achievable, Relevant, Time-Bound	
<b>TASKS/STEPS</b> What needs to be done to reach this goal?	
<b>WHO</b> Who is responsible for these tasks?	
<b>WHEN</b> When will these tasks be completed?	

## Measuring Progress


<b>RESOURCES</b> What may be needed to carry out these tasks?	
<b>MEASURING PROGRESS</b> How will we know that progress has been made?	

## Stakeholder Feedback



**CHALLENGES**

**WHAT CHALLENGES ARE YOU EXPERIENCING IN PROMOTING QUALITY OUTCOMES?**



**ROADBLOCKS**

**WHAT IS CAUSING THESE CHALLENGES?**



**SOLUTIONS**

**HOW COULD STANDARDISATION MITIGATE OR SOLVE THESE ISSUES?**



**ACTIONS**

**WHAT ACTION CAN WE TAKE AFTER TODAY?**

