



Action Planning Worksheets

What is an Action Plan?

An action plan is a comprehensive document that outlines the necessary steps that must be taken to achieve a specific goal.

Why Action Plan?

Action planning facilitates the breakdown of a goal into manageable steps that can be easily monitored and tracked.

Who should be involved with Action Planning?

Participation should include individuals who are invested in the plan's success and those who will be tasked with plan implementation. Coalition, committees, or workgroups can all benefit from creating action plans.

How to use this Action Planning Worksheet:

Utilize the provided prompts to explore strategies and create an action plan for your desired outcomes. These worksheets complement the **Coalition Check-Up Guidebook** to create evidence-informed action plans.



Identify
item



Brainstorm
strategies



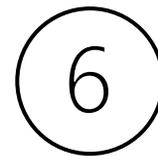
Select a
strategy



Determine
steps



Assign
roles



Measure
Outcomes



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1

Identify item

Start by identifying an item for action planning.

Our Action Planning Item is:

Think about:

- What is it that you want to address?
- What is your goal?
- What are the underlying reasons and influences that make this item challenging?

Notes:

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Brainstorm strategies.

Use resources like the Coalition Check-Up Guidebook.

Think about:

- Given the underlying reasons and influences, what are some possible ways of addressing this action planning item?
- Brainstorm without judging.
- Consider the pros and cons, and resource demands of each strategy.

Strategy 1:

Strategy 2:

Strategy 3:



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Strategy 1:	Strategy 2:	Strategy 3:
<i>Pros:</i>	<i>Pros:</i>	<i>Pros:</i>
<i>Cons:</i>	<i>Cons:</i>	<i>Cons:</i>
<i>Resource Demands:</i>	<i>Resource Demands:</i>	<i>Resource Demands:</i>



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Select Strategy

After brainstorming strategies, review strategies together and select ONE of the above strategies for Action Planning.

Think about:

- What strategy makes the most sense for your coalition right now?
- What strategy are you most likely able to implement?
- What strategy best gets you to your goal?

List Item for Action Planning from above:

List Your ONE Selected Strategy:

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Determine steps

Break your selected strategy down into specific steps.

Think about:

- What are the actions that need to be taken?
- What is the timeline?



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Step 1:

Target Date:

Step 2:

Target Date:

Step 3:

Target Date:

Step 4:

Target Date:



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Assign Roles

Identify those who have key roles in implementation, and those who hold supportive roles. Everyone involved with action plan should be able to identify and note their specific roles and tasks.

Think about:

- How can everyone be involved?
- Who will have responsibility for seeing steps/tasks through?
- How can we keep attention on these activities?

Key Implementers:

Supporters:

My Role/Tasks:

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Measure Outcomes

How will we know when improvement is being realized?

Think about:

- What measures will we use?
- When and how often will we check in on progress?

Notes:



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Congratulations! You have developed your action plan and are ready to start implementation!

Next, use the Action Planning Progress Tool to track implementation of your plan.