

# Action Plan Worksheet

**Here's a good worksheet to help you develop your action plan and work toward your goal!**

1. **Passion:** What **issue or problem** did your group decide to work on?
  
2. **Research:** What **facts and information** do you have to support you?
  
3. **Goal:** What is your **project idea**? What **type** of action are you going to take?
  
4. **Objectives:** List at least three results you would like to see at the end of this project.
  
5. **Resources:** Do you know **what resources** you will need? *Fill in parts of the chart on Page 2.*
  
6. **Organizing your resources** and delegating tasks:
  - How will you acquire tools and materials – where will you store them?
  
  - Schedule volunteers hours, reward incentives, delegation, contact information?
  
  - Media – Making the public aware of your media coverage? Email, phone, etc.
  
  - People you can talk to - How are they involved, how will they be taken care of?
  
  - Who is in charge of what aspects of the action?

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| <b>Resource</b>  | <b>List the essential things that will help you! <u>Be specific</u></b> |
|--|---|
| <b>Equipment and Materials</b> <ul style="list-style-type: none"><li>• paper</li><li>• seeds</li><li>• shovels</li><li>• pens, markers</li><li>• bikes</li><li>• tool kits</li><li>• brochures</li></ul>   |   |
| <b>Volunteers Hours</b> <ul style="list-style-type: none"><li>• general labour</li><li>• specialists</li><li>• computer support</li></ul>  |   |
| <b>Media for advertising and awareness</b> <ul style="list-style-type: none"><li>• radio</li><li>• newspaper</li><li>• TV</li><li>• independent media</li><li>• posters</li></ul>  |   |
| <b>Other people who can help</b> <ul style="list-style-type: none"><li>• local businesses</li><li>• non-governmental organizations,</li><li>• environmental researchers</li><li>• local politicians</li><li>• celebrities</li><li>• school principal</li></ul> |   |
| <b>Other</b>   |   |

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7. **Advertising:** How can you make the public aware of your action before it happens?

8. **Evaluation:**

- How will you evaluate your action?  
*(e.g Did you meet your goals?, Did you meet your objectives?, What was done well?, What could have been done better? etc.)*
- How can others evaluate your action?

9. **Celebrate:** How will you celebrate your action? (awards, thank you cards, party)

10. **Follow Up:**

- How can you make the public aware of the results of your action?
- How will you ensure the actions will continue in the long term?

**This action worksheet will help to make your action a great success.  
Remember all of the information you need to make a plan is found on this website.**

***Good luck!***