



Action Plan template

Making it happen and recording your results

This template will help your members decide together when and how you are going to do the actions you chose from the action cards as part of Game 2.

Follow the simple steps below and use the Action Plan template to keep a record of what you've decided.

What to do:

1. As a group, decide:
 - which of your chosen actions you are going to do **first** (perhaps the simpler actions that are easy to implement)
 - which you plan to do **soon**
 - which will take longer to do that you will do **later**

Use the columns in the Action Plan template to record these, ticking the Now, Soon or Later box as appropriate.

2. Next, decide what needs to be done to carry out each action. This could include:
 - contacting an expert for advice
 - going to the shop to buy the necessary equipment
 - telling all your members that your group, club or society is going to be taking this action

Don't forget, the 'Help, hints and tips' sheet in your pack will help you. Once you've agreed on the things that need to be done, write them in the table.

3. Now ask for volunteers to help take the action. There will be lots of little jobs that need to be done. Write the name of the volunteers in the appropriate column of the table.

4. Next, decide when these jobs need to be done and write down dates and times in the final column of the table.

Keep the table as a record of what your members agreed to do.

Our chosen actions are:	When will it be done?			What are the things we need to do to make this happen?	Who is going to be responsible for making sure these things happen?
	Now	Soon	Later		
Action 1:					
Action 2:					
Action 3:					
Action 4:					
Action 5:					

Our chosen actions are:	When will it be done?			What are the things we need to do to make this happen?	Who is going to be responsible for making sure these things happen?
	Now	Soon	Later		
Action 6:					
Action 7:					
Action 8:					
Action 9:					
Action 10:					