

**Creating the Action Plan for Your Project**

*This activity uses the approach of dividing your project into its component parts to describe the details that will need your attention for its successful completion. Your project’s action plan chart is an organized representation of all work broken down in sufficient detail to support a project’s planning, assignment of responsibilities and ongoing monitoring.*

**INSTRUCTIONS**

**Part A: Revising your SMART Goals**

Review the goals for your project from your application and work to refine them into SMART goals. Record below.

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**Part B: Brainstorming the Actions for your Project**

Brainstorm all actions that might be considered for the completion of your project. (Write each action on a separate card)

**Part C: Breaking Actions into Tasks**

1. Decide on all actions that are necessary for the completion of your project.

2. For each action, consider the tasks necessary to complete the activity. List the tasks on the card for that action.

3. Specify the subtasks for each task as necessary and list on the card.

4. Continue until you have identified all the actions necessary to fulfill the goals of your project.

**Part D: Looking at the Big Picture**

Use a mind map or a flow chart to illustrate how all the actions of your plan come together.

The circle at the centre represents your entire project. Each line extending from this center circle leads to one action necessary to complete the project (one per card). Lines extending out from each action detail the tasks necessary to complete the action (tasks listed on each card). You may need to add additional circles to include all your actions, tasks and sub-tasks.

**Part E: Creating Your Project’s Timeline**

1. Place cards with actions in the sequence you think they should occur as your project proceeds.

 a. If one action must be completed before another can begin, place the card horizontally in the order that they should occur.

 b. Place actions that can occur independently of the other actions vertically below the first action.

2. Draw the sequence of action cards on the Timeline diagram below. Add additional squares to include all actions you identified.

 a. Draw horizontal arrows between actions that must occur one after another. Indicate the anticipated time an action might take above the arrow.

 b. All actions with no immediate predecessor (an action that you must complete before you can work on the next action) can start at the same time as the first action.

 c. Use an arrow to connect any action to any other action that that must be completed before that next action can begin. Indicate the time span for completion of the task on the arrow.

**TIMELINE DIAGRAM**

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**Part F: Action Plan Summary Chart**

Complete the Project Action Plan Chart.

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| **ACTIONS** | **TASK BREAKDOWN**(with subtasks listed) | **TIMELINES** | **BUDGET ALLOCATION** | **WHO WILL DO THIS?** |
| Earliest Start Date | Earliest Finish Date |
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