Plan of Action Worksheet

The plan of action is a step-by-step description of what you will do to accomplish your objectives. List the tasks to be completed. Be specific; include all the activities that need to happen under each objective. Begin each activity with a verb: *Hire an architect; Raise* *$1,000 at annual Strawberry Shortcake Festival*. Assign a cost, time and responsible person who will be assigned to each task.

This list of activities and their sequence is very helpful to the project coordinator once the proposal has been funded. The step-by-step plan will lead to the project timeline and guide budget development. Setting forth tasks or activities in this fashion can be an aid to program planning. Without such a plan, certain necessary steps might be overlooked.

The following worksheet will help you develop a plan of action. After listing every step you can think of, pass it around the office to get additional thoughts and ideas on what has to happen to accomplish your objective. You will be amazed at what you have forgotten! Getting others to participate in this process also facilitates “buy-in” from staff and volunteers.

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| **Objective** |
| **Step 1:** | **People Responsible:** | **Dates:** |
| **Step 2:** | **People Responsible:** | **Dates:** |
| **Step 3:** | **People Responsible:** | **Dates:** |
| **Step 4:** | **People Responsible:** | **Dates:** |
| **Step 5:** | **People Responsible:** | **Dates:** |
| **Step 6:** | **People Responsible:** | **Dates:** |
| **Step 7:** | **People Responsible:** | **Dates:** |
| **Step 8:** | **People Responsible:** | **Dates:** |
| **Step 9:** | **People Responsible:** | **Dates:** |