

# ACTION PLANNING

Starting a climate or safety initiative requires planning and preparation. These steps will take your team through the planning process and increase your chances of success.

THE 6 STEPS OF A SUREFIRE PLANNING PROCESS	
<b>Step 1</b>	<b>Assess the needs and resources:</b> <ul style="list-style-type: none"> <li>• Reviewing a range of data can help understand the problem.</li> <li>• Consider the resources available to work on the situation.</li> <li>• Avoid relying on one source of data.</li> <li>• Include youth voices.</li> </ul>
<b>Step 2</b>	<b>Define the change you want to see:</b> <ul style="list-style-type: none"> <li>• Use the SMART Goal format to create goals that make the process easier.</li> <li>• Your needs assessment may uncover many issues.</li> <li>• Narrow your planning to one or two focused goals.</li> <li>• Develop short-term (semester) and long-term (academic year) resources.</li> </ul>
<b>Step 3</b>	<b>Identify strategies, programs, and/or activities that can meet your goals:</b> <ul style="list-style-type: none"> <li>• Implementing a program or strategy that is a good fit for your organization increases the likelihood that you will meet your goals.</li> <li>• Use evidence-based programs that have a rigorous evaluation progress that has shown to be effective.</li> <li>• A good fit with the organization's culture and resources.</li> <li>• Review materials and adaptations to ensure they match your goals.</li> </ul>
<b>Step 4</b>	<b>Write out a plan specifying the actions, people responsible, and timeframe:</b> <ul style="list-style-type: none"> <li>• Action planning translates your goals into action.</li> <li>• Identify parties responsible for completing the task and the timeframe.</li> <li>• Focus on a plan to secure stakeholder acceptance and enthusiasm.</li> <li>• Pay attention to any concerns and address them before starting.</li> </ul>
<b>Step 5</b>	<b>Action:</b> <ul style="list-style-type: none"> <li>• The team is ready to move forward to implement.</li> <li>• Use your Action Plan as a guide and review it frequently.</li> <li>• Consider starting on a small scale or pilot to work out logistics.</li> <li>• It is critical that the team maintain a regular meeting schedule.</li> </ul>
<b>Step 6</b>	<b>Monitor and evaluate:</b> <ul style="list-style-type: none"> <li>• Unexpected issues will arise making a mid-course correction necessary.</li> <li>• A point person should be identified so that your team is able to respond to problems and identify what is going well.</li> <li>• Planning for an evaluation needs to take place before the program/process or activity starts.</li> <li>• Collect baseline data before the change and then after the intervention.</li> </ul>