ACTION PLANNING WITH COMMUNITIES
M2.S8: Handout

Sample Action Plan Template
This sample template may be used to record:

1. The prioritized risks to children that the community have chosen to address
2. What key actions will be taken, by whom, and when
3. What the goals of those actions are
4. How you will know if these actions were successful

It is not likely that all the components of this resource will be answered in one meeting. Understand that it may take multiple sessions, various forums, and inclusive processes to achieve a level of consensus. Refer to Guidance Note 2 for additional ideas and guidance. This should be considered a “living” document, referred to frequently, updated if elements of the plan change (e.g., new actors, additional or fewer resources, change in activities or timeframe), and adapted as needed. Create a new template for each prioritized risk.
## Action Plan Template

**Community Group Name or Members:** (could be an administrative unit at which you are working, a team mobilized and choosing a name, or other grouping)

<table>
<thead>
<tr>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
</tr>
</tbody>
</table>

**What are the child protection risks that needs to be changed?** Include a brief statement here of the priority protection issue(s) identified by the community that the below actions will address.

**What are our goals?** If we successfully addressed this issue, what would that look like? Try to be specific and measurable if possible.

**How will we get there?** List key actions that are required to achieve the goal. It might be helpful to think about what the root causes of the risk are and identify ways to influence them.

<table>
<thead>
<tr>
<th>Key Action</th>
<th>Who is responsible?</th>
<th>Who can, or is mandated to, support?</th>
<th>What resources are required?</th>
<th>Who provides those resources?</th>
<th>When can we achieve this?</th>
</tr>
</thead>
</table>

**How will you monitor your progress? What is the role of community members in leading this monitoring?** This is an opportunity to reflect on how you will ensure you are all accountable for the actions you have signed up for.

**What challenges or barriers might you face?** It will be useful to consider the mindset of different actors, their reactions to our work, and how to address them.