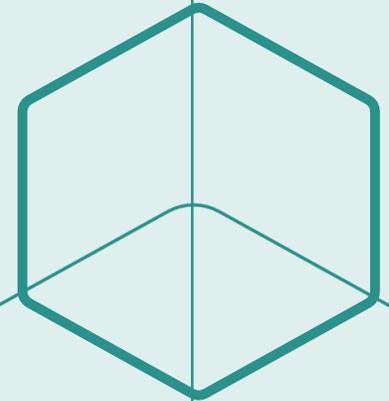




STEP 4
TASK 4.2

Action plan template

A guide to help determine who does what, when and where.





Overview



Purpose

- **Helps you outline** the who, what, where, when and how of **implementing** your intervention activities.
- **The action plan** is a **manual** to guide the team responsible for the **delivery** of the intervention.

Who is involved?

- Core team
- Stakeholders already engaged through the problem identification phase

What is the output?

- A detailed action plan to guide the delivery of the intervention

Action plan template

What is an action plan?

- An action plan is a roadmap outlining who will do what and when. It establishes a timeline and logistics for how the intervention will be delivered in practice.
- The plan should be practical, clear and informative. While it is ultimately overseen by the intervention planners (core team), this should be a collaborative process that includes input from the target group, stakeholders and implementers.
- An action plan can take many shapes and formats, as long as it provides the required support and guidance for the process of implementing the intervention.



The following pages contains worksheets that can assist you in setting up your action plan.
At the end you will find templates for setting up action plan.



Action plan template



TEMPLATE

Target group and setting

Determine where and with whom you will execute your intervention activities

<p>QUESTIONS</p>	<ul style="list-style-type: none"> In what setting(s) will your intervention be implemented? Who is the target group? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>The target group and setting may already have been defined in an earlier step of the Urban Diabetes Action Framework.</p> <p>Draw on the outcomes from Steps 1 and 3.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> Be as specific as possible with your target group. Consider both physical and virtual settings where applicable. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Timeline

Outline your timeline for activity implementation

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • By what date will the activity be implemented? • For what duration? • Will there be a pilot or multiple phases? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Consider how it links to the targets set in Step 2.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> • If you are running a pilot, remember to build in time for evaluation and adjustment • Consider your timelines if your intervention goes exactly as planned or if you encounter barriers • Take events, holidays and so on into consideration. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Stakeholders

Identify and invite individuals and organisations to develop the plan and deliver the activity

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • Who is delivering the intervention activities? • Who else is needed for support? • Which stakeholders can facilitate good implementation? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Consider learnings about the context from step 1.</p> <p>Utilise the stakeholder mapping conducted in step 2.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> • The intervention planning group should take the lead and invite others to provide their input • Involve stakeholders from the beginning, and throughout the development of the intervention • Make sure that the right resources are available for the mode of delivery chosen. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Resources and capacity

Ensure the right resources and capacity are in place to deliver your intervention from start to finish

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • What resources (financial, human, time, political etc) do you have? • What do you still need in order to implement your intervention? • How can you secure these resources? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Consider learnings about the context from step 1.</p> <p>Consider where resources and capacity exist. Your stakeholder mapping from step 2 might provide insights.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> • Remember that you need the resources to complete your planning process, deliver the intervention, build communication efforts and monitor/evaluate. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Mode of delivery

Present the activity and the plan in an accessible format for all of your stakeholders

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • How will the content be delivered? • What is the most important information to convey? • How can you design the intervention action to best achieve this goal? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Be sure to align this with what you know about your context and target group from step 1.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> • Remember your audience and target group when designing your mode of delivery. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Materials and preparation

Determine what services, events or physical materials should be planned and obtained

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • What materials need to be created? • What preparation, training or services need to be set up? • Does your timeline allow for sufficient preparation? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>The stakeholders involved might already be using certain materials.</p> <p>If you conducted a review of the evidence from similar interventions, there might be some inspiration in step 3.</p> <div data-bbox="1388 753 1727 845"> </div>
<p>ADVICE</p>	<ul style="list-style-type: none"> • If you realise that you need to involve new stakeholders to prepare materials or provide a service at this point, go back and amend your 'stakeholders' slide. The same applies to your timelines and resources. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Communication plan for implementation

Communicate and share the plan for implementing your intervention activities

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • How will the plan be communicated/disseminated? • What individuals and organisations should be informed about/involved in these activities? • How can you frame your intervention to best suit your goals and audience? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Consider the dynamics of your working group/coalition. There might be others who should be involved or some who should be involved in different ways. Consult your findings in step 2.</p> 
<p>ADVICE</p>	<ul style="list-style-type: none"> • Consider your audience when choosing the format and medium for communication and sharing. • Think about which key messages may resonate with your various stakeholders. Not everything is relevant to everyone. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

TEMPLATE

Potential barriers or resistance

Consider what barriers and resistance you may encounter in planning and implementing your intervention

<p>QUESTIONS</p>	<ul style="list-style-type: none"> • What individuals and organisations might be resistant? How? • What trends (social, political, demographic) threaten the success of your action plan? • What elements will make it harder or easier to bring your intervention to life? 	<p>URBAN DIABETES ACTION FRAMEWORK</p>	<p>Remember your stakeholder mapping considerations from earlier in the Urban Diabetes Action Framework.</p> <p>Consider what you know about the context from step 1.</p> <div data-bbox="1375 749 1719 849"> </div>
<p>ADVICE</p>	<ul style="list-style-type: none"> • Consider each step of your action plan, from planning to implementation. 	<p>ANSWERS</p>	<p>Insert the answers here</p>

SUMMARY

Summary table

In this table, summarise your answers from the above template slides

Activity	Target group and setting	Timeline	Stakeholders	Resources and capacity
What activities comprise your intervention?	What setting(s) will it be implemented in? Who is the target group?	By what date will the activity be implemented? For what duration?	Who is involved in implementing the activities?	What resources do you have and what do you still need?
Activity 1:				
Activity 2:				
Activity 3:				
Activity 4:				

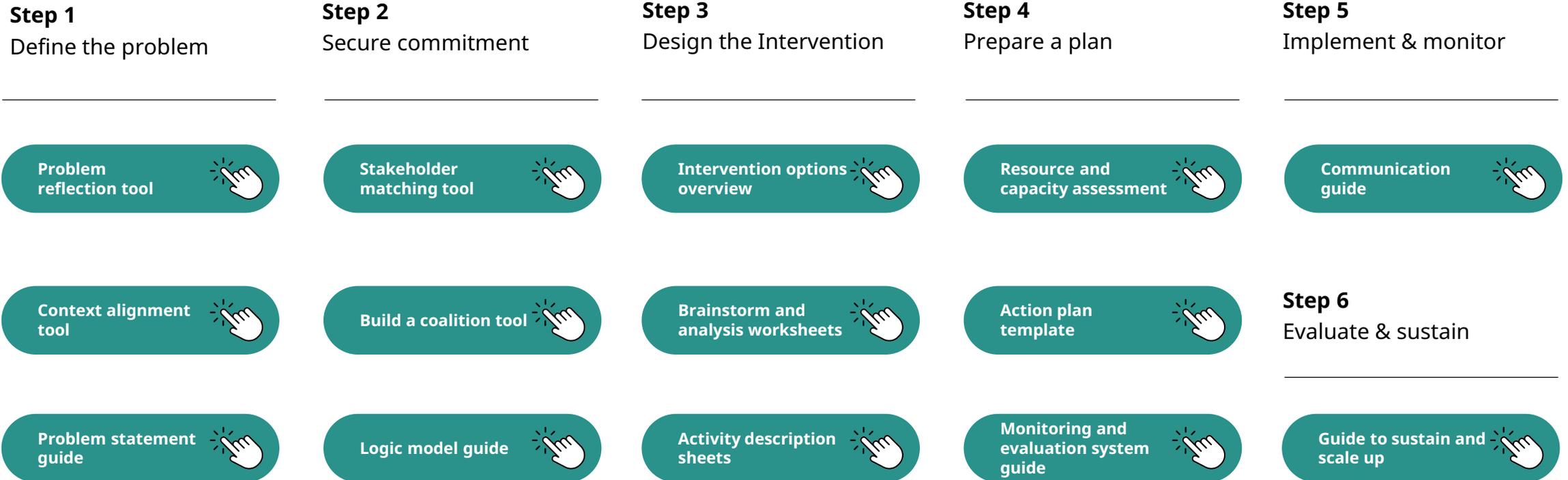
SUMMARY

Summary table

In this table, summarise your answers from the above template slides

Activity	Mode of delivery	Materials and preparation	Potential barriers or resistance	Communication plan for implementation
What activities comprise your intervention?	How will the content be delivered?	What materials, training and events need to be prepared?	What individuals and organisations might be resistant? How?	Which individuals and organisations should be informed about/involved in these activities?
Activity 1:				
Activity 2:				
Activity 3:				
Activity 4:				

Other tools available from the Urban Diabetes Action Framework



More information and feedback

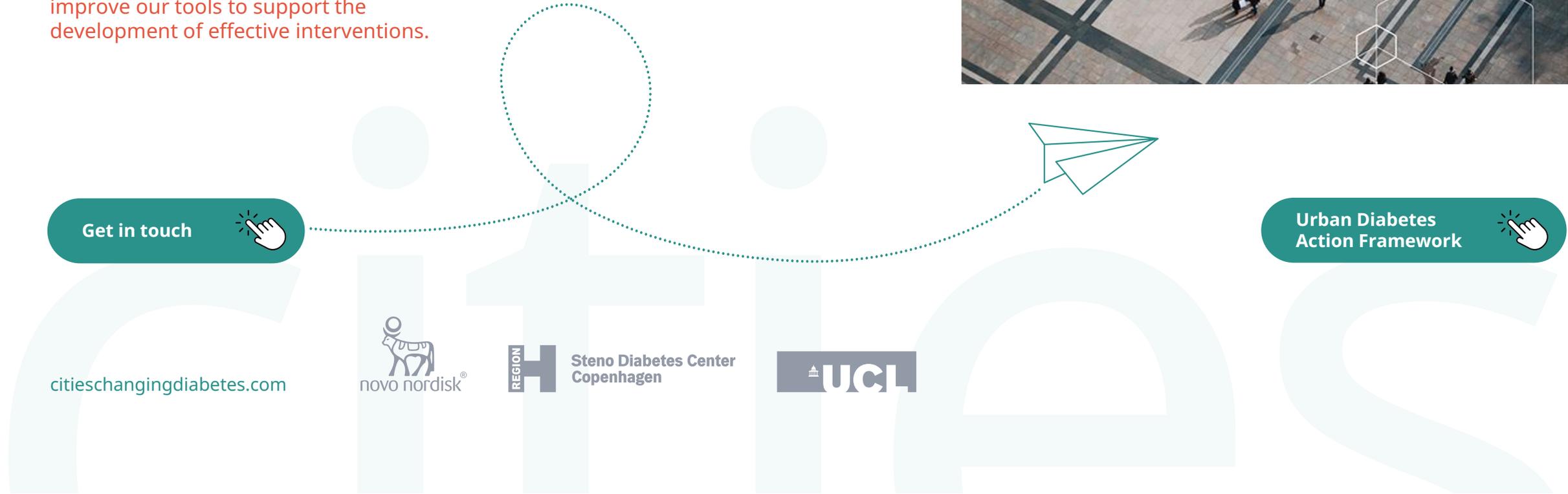
Please share your experience of working with this tool so that we can develop and improve our tools to support the development of effective interventions.



Get in touch 

Urban Diabetes Action Framework 

citieschangingdiabetes.com





cities changing diabetes

The Cities Changing Diabetes programme works to map the problem of obesity and type 2 diabetes in cities, share learnings and act as a catalyst for meaningful action, which can help bend the urban diabetes curve.

In partnership, we are calling on every city to ask itself:

'What will it take to bend the diabetes curve in our city?'

30+

More than 30 partner cities

150m+

Representing more than 150 million citizens¹

1. United Nations, Department of Economic and Social Affairs, Population Division (2014). World Urbanization Prospects: The 2014 Revision.