



# Developing a Community Action Plan In 4 easy steps

1

## Who to convene for your planning group

- Influential people from all groups affected.
- People directly involved in the problem or issue.
- Members of grassroots organizations.
- Members of ethnic and cultural groups.
- Different sectors of the community: media, the business community, religious groups, schools, youth organizations, social service organizations, health organizations.

2

## Tips for planning meetings

- Be inclusive.
- Create a safe, comfortable environment.
- Prepare for possible conflict.
- Be efficient.
- Record what happens.
- Communicate the products of planning.
- Support and encourage group members





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### Preparing an action plan

- Determine what people and sectors of the community should be included.
- Convene a planning group.
- Develop an action plan with action steps for all proposed changes.
- Review completed plan.
- Follow through.
- Keep everyone informed.
- Keep track of what (and how well) you've done.
- Celebrate accomplishments.

4

### Contents of the action plan

- What action or change will occur?
- Who will carry it out?
- By when (for how long)?
- What resources are needed?
- Communication (who should know what?)

### Ensuring member accountability

- Supportive phone calls.
- Reports on progress at meetings.
- Celebrate accomplishments