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|  | **Action Plan and Action Report Template**  *Questions in each section are meant to guide planning, but if you have already completed a step, use that section to provide detail you can come back to later to tell the story of your action.* | **Status:**  Green- Action Step Completed or on track,  Yellow – In process  Red—Stalled or not yet begun |
| **Initiative Title:** |  | **n/a** |
| **Start Date – End Date:** |  | **n/a** |
| **Initiative Problem/Goal(s) Statement:** | *What problem is this initiative addressing? What does the initiative hope to achieve in the long run?* |  |
| **Evidence of Need** | *What community needs have been prioritized? Who is affected? What evidence have you gathered that this is important?* |  |
| **Initiative Outcome Objectives:** | *What difference will the program make for whom, and by when?*        (add more as needed)... |  |
| **Stakeholder Engagement** | *How will you build awareness and support for your project? (stakeholder, interviews, newspaper promotion, flyers in schools) At what stage of your project does this need to happen?* |  |

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|  | **Initiative Objective 1 (Add additional as necessary)** | | | | | | |  |
|  | **Activities that will occur to complete objective** | **Timeframe** | **Person(s) Responsible** | **Resources Needed (Money, Staff, Volunteers, etc)** | **Marketing and Sharing Success**  (PR, photo/video, audience) | **Measures/Indicators of success**  *What you will measure* | **How you will measure success/document progress** | **Status:**  *Green*- Completed or on track,  *Yellow* – In process  *Red*—Stalled or not yet begun |
| **1.** | **EXAMPLE: computer class for adults** | **Mid February, exact date TBD** | **Carrie and Jose** | **Money for snacks, 3 trained volunteers, internet hot spots** | **Flyer**  **Photographer needed**  **Invite Newspaper** | **-Number of people that attend**  **-Community leaders involved**  **-Participants learn skills** | **-attendance sheet**  **-program agenda and reflection notes**  **-Post-session survey** |  |
| **2.** |  |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |  |
| **4.** |  |  |  |  |  |  |  |  |

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| **Sharing Success**  **For each major activity, you should also have a plan for how and when to communicate with various stakeholders and community members** |

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| Activity | Stakeholders | When will they be engaged? | How will you engage them? | How will you share the outcomes of your activity with stakeholders | **Reporting:** If you have examples of media coverage or other products, include a copy with your mid-term or final report. |
| **Town Hall Meeting** | **-City Council**  **-Community members**  **-Local newspaper** | **-2 weeks before**  **-Ongoing**  **-2 weeks before** | **-Attend in person meeting and ask council members to speak at the opening**  **-They help inform the content and attend event**  **-Email local news outlet press release and ask for space in their paper and on website** | **-Thank you email and pictures**  **-PPT presentation at next meeting**  **-Thank you Facebook post with pictures** |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |