



## ***SMALL SCALE PLANNING – ACTION PLAN***

Action Plans are simple lists of all of the tasks that you need to finish to meet an objective. Action Plans are oriented and focus on the achievement of a single goal. Action Plans are useful, because they give us a framework for thinking about how we'll complete a project efficiently. They help us to finish activities in a sensible order, they help us to ensure that we don't miss any key steps. Also, because you can see which task laid out, we can quickly decide which tasks we'll delegate or outsource, and which tasks you may be able to ignore.

Use Action Plans to complete small but important projects effectively by following these four steps.

### **Step 1. Brainstorm and identify tasks**

Start by brainstorming all of the tasks that you need to complete to accomplish your objective.

What's the very first action you'll need to take? Once that task is complete, what comes next?

Think the project through step by step and identify actions. Prioritize these by deadline or by when people are free to do them.

### **Step 2. Analyze and Delegate tasks**

Now that you can see the entire project from beginning to end, look at each task in greater detail.

Are there any steps that you could drop, but still meet your objective? Which tasks could you delegate to someone else on your team, or could be dealt with by a freelancer? Are there any deadlines for specific steps? Do you need to arrange additional resources?

### **Step3. Identify the resources you'll need to complete your tasks tffectively**

Use the SCHEMES which stand for:

- **S**pace
- **C**ash
- **H**elpers/People
- **E**quipment
- **M**aterials
- **E**xpertise
- **S**ystems

### **Step 4. Learn from your action plan.**

Make a note of anything that you could have done better and revise your plan ready for next time.