Sample Action Plan

Year \_\_\_\_\_\_\_\_\_\_

* **Target:**  What is the target population for which the desired outcome is intended?
* **How:** How will things get started (e.g., committees, consortiums, contracts, etc.)?
* **What:** A clear statement of the behavior changes/results expected.
* **When:** Under what circumstances will the result come about (e.g., by a given date, 'after full implementation of the program', etc.)?
* **Action:** Move on to defining the tasks associated with each objective
* **Benchmarks:** Use baselines measurements to start, and realistic benchmarks for progress. Not all phases of the program will have baseline data to start with for hard, quantitative assertions. It is important, however, to adjust goal and objective statements in subsequent years, after baseline and benchmark data becomes available.
* **Measures:** In what way will you measure the program's progress? (e.g., via surveys, statistics measured against available baseline data)
* **Reports:** You may never need to write a progress report or a report of findings but be prepared to create one within 24 hours, if necessary.

|  |  |
| --- | --- |
| COMMITTEE | Wellness/Fitness |
| **SUBCOMMITTEE** |  |
|  |  |
| GOAL | * **Short term** - * **Long term** - |
|  |  |
| OBJECTIVES – Year |  |
|  |  |
| RESOURCE MANAGEMENT |  |
|  |  |
| TEAM ASSIGNMENT | Sub-Committee Members: |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION PLAN** | | | |
|  | | | |
| **1ST Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
|  |  |  |  |
|  |  |  |  |

Sample Action Plan  
Year \_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| COMMITTEE | Wellness/Fitness |
| SUBCOMMITTEE | Fitness |
|  |  |
| GOAL | * **Short term** - To improve the physical fitness capabilities of uniformed fire department members while on duty with fitness-related activities * **Long term** - To have a complete Wellness/Fitness program before 2008 |
|  |  |
| OBJECTIVES - 2004 | To research costs vs. benefits and outside funding sources of Wellness Programs while educating uniformed members regarding Fitness programs |
|  |  |
| RESOURCE MANAGEMENT | Safety |
|  |  |
| TEAM ASSIGNMENT | Sub-Committee Members:  Co-Chairs:  Members: |

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTION PLAN** | | | |
|  | | | |
| **1ST Quarter** | **2nd Quarter** | **3rd Quarter** | **4th Quarter** |
|  |  |  |  |
| * Create sub groups to research, design and develop plans for:   1. Cost vs. benefits data  2. Budget Narrative  3. Data for baseline | * Team to create a Fitness plan of action for full WFI Strategic Plan * Develop Outside funding/grants * Education of membership | * Promote Strategic Plan * Station equipment survey * Membership survey | * Evaluate progress and make recommendations. |