Community Action Plan Template

Objectives (reflect Theory of Change Action Focus)	Strategies (reflect Theory of Change Strategies)	Activities	Timeline	Who Responsible	Aligned Outcome (reflect TOC Outcomes)

Definitions of Terms:

Goals: General statements of what the group expects to achieve after a reasonable time. A goal can have one or more associated objectives.

Objectives: Goals and objectives are related in that objectives should be clear statements of what seems possible to achieve during the project. Program objectives are specific, measurable milestones along the way to achieving your action goals. You may have more than one objective per goal.

Strategies: Methods to accomplish objectives and reach goals.

Activities: Specific actions that lead to reaching your goals and objectives.

Outcomes: What your group would like to see different as a result of your work.

Completing the Community Action Plan (CAP)

What is a community action plan?

The community action plan is a road map for creating community change by specifying what will be done, who will do it and how it will be done. In other
words, the plan describes what your group wants to accomplish, what activities are needed during a specified timeline, what resources (money,
people and materials) are needed to be successful.

Steps for completing the community action plan

1. **Review and analyze community information**. By the time an action plan is ready to be developed, there has been a substantial amount of valuable information collected or compiled that have led you to the decision to focus on a particular issue and strategy. Use the results in the community action plan.
2. **With engagement from your partners and community stakeholders, including residents, review and analyze feedback from community input.** Information gathered from the community is very significant and can provide some clues and priorities for what needs to be addressed in the plan.
3. **Choose a group of people to work together on writing the action plan.** The writing of the plan can be limited to one person, or two main people. The process of developing the plan can be a collaborative/partnership effort but the writer(s) can translate the action planning notes into a written plan. Too many writers can result in a fragmented plan.
4. **Prioritize issues from assessment and community input**. The most important issues are those identified by community residents and the plan should reflect their priorities. The priorities must be reflected within the 'Building Great Neighborhoods' theory of change.
5. **Identify environmental changes or policies that would address issues.** These are policy and environmental change strategies aimed at producing a healthy change in the community. There are "tried and tested" interventions to choose from; however, it is important to think through what would be most appropriate and doable for the group who will be carrying out the plan. Refer to the Theory of Change for menu of strategies
6. **Identify barriers to successfully implementing thechanges and/or policies**. Part of deciding on what interventions would be most effective and doable is to examine the barriers. For example, crucial barriers to overcome in making an intervention effective may be cultural and language differences between community residents and the community group carrying out the action plan. In this case, it will be necessary for the people carrying out the plan to make sure that their strategies are right for the specific cultures and language groups in their neighborhoods.
7. **Identify necessary resources related to achieving the environmental changes and/or policies.** A key task is to identify the abilities, assets, capacity, duties and responsibilities of individuals who will implement the community action plan and the community resources and assets needed.
8. **Choose individuals and community partners who will implement the plan.** The community action plan requires many people and organizations to contribute their unique assets and resources. It is important to lay out clearly who is responsible for which tasks and activities in the plan.
9. **Consider a timeline for conducting activities.** Time is a valuable resource so it is important to state clearly and realistically partner contributions to the various parts of the plan. Creating a timeline provides everyone working on the community action plan with a

clear idea of what activities should be done and when to expect activities to be accomplished.

10. **Include monitoring and evaluation activities.** It is essential to know how your action plan progresses as you carry out the strategies and activities–this is where evaluation fits in. Provide a description of the methods that will be used for the CAP. Ensure that you are implementing your evaluation plan outlined in your evaluation matrix and incorporate that into your CAP.