

**CVS Falkirk Resource Library
Action Plan Template**



Our action plan is in two parts

- 1 **Main Targets** that measure our success in reaching our [organisation]'s objectives
- 2 **Actions and Initiatives** planned to help us work towards our objectives

1 Main Targets (A summary of the Objectives and Targets from the [organisation] itself)

Objective	Target	Target Date	Progress
<p>Summary of objectives</p> <p>Summarise the objectives from within your plan here</p>	<p>Summary of Targets</p> <p>It is important that each objective has a Specific, Measurable, Achievable and Realistic target.</p> <p>Completing this section is a useful way of checking that you have set measurable targets for each objective</p>	<p>Target Date for completion</p> <p>It is important that each objective is Time-bound.</p>	<p>Space to make notes on progress, barriers that led to a target not being achieved and any new approaches identified as a result</p>

2 Actions and Initiatives

(It is a good idea to create an action plan table for EACH of your organisation's objectives. You may prefer to use a similar format to your organisation's development/improvement plan, but if so it is important you ensure that all the information shown in red, as a minimum, is included)

OBJECTIVE: E.g. Increase the proportion of children walking to school
TARGET: E.g. Increase the proportion of children walking to school from 50% to 60% by summer term 2006

Proposed Action	Milestone Tasks (Key tasks that need to be carried out to implement actions)	Responsible Person	Partners to consult / engage	Target Date	Success Indicator (How you can measure / demonstrate that an action is complete)	Progress (Details of progress to date, useful information, barriers encountered etc)
For example.... Set up Walking Bus	Contact Road Safety Unit for advice and support Identify possible routes Recruit volunteers Pilot route Launch Bus	Mrs Smith	Road Safety Unit	Dec '05 Feb '06 March '06 March '06 April '06	One Walking Bus established serving the school each morning. At least 10 children using the walking bus daily	Meeting held with RSU January '06

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Participate in Walk to School Week (W2SW)	Structure Walk to School week into schools curriculum Obtain walk to school week resources	The Head	Travel Plan Team	May / October annually	All children invited to participate in W2SW	Registration form sent for October '06 W2SW
Provide covered waiting shelter for parents	Source appropriate funding (grant) Identify suitable site Install shelter Monitor usage	School Travel Plan Coordinator / Premises Manager	Local businesses for sponsorship	March 31 st '06 Sep '06	Parent waiting shelter installed on school property. Annual parent travel survey demonstrates it is used.	STP submitted to HCC 31 st March, advice received that school will be receiving capital grant award

Published on the CVS Falkirk Resource Library (www.cvsfalkirk.org.uk)

Version: 1.0

Published: October 2017 Review date: October 2018