

Action or Implementation Plan

Objective

This tool facilitates the planning of project and programme activities

Objective	Activity	Resources needed	Person(s) responsible	Timeframe
What for? What objectives do you want to achieve? What needs to happen in order to achieve the objectives?	How: How should it happen and which methods will you use?	With what? What resources (money, people, etc.) do you need?	Who should be involved? Why should they be involved? What is the aim?	When should it happen?

See also: Tool “☺ Sunrays for Planning”

☺ Adapted from: CEDPA (1999): *Advocacy: Building Skills for NGO Leaders*. Available at: <http://www.cedpa.org/content/general/detail/666>