**Model action plan**

**Action plan…**

Prepared by…, date

**Context of the safety improvement process**

**Vision**

**Priority problems**

**Goal**

|  |  |
| --- | --- |
| **General objective A:** | **Problem targeted:** |
| **General objective B:** | **Problem targeted:** |
| **General objective C:** | **Problem targeted:** |

| **Specific objective 1:** | | | | | | **General objectives:** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Lead organization** | **Partners, collaborators and their roles** | **Necessary resources** | **Budget** | **Schedule** | | **Results indicators** |
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| **Specific objective 2:** | | | | | | **General objectives:** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Lead organization** | **Partners, collaborators and their roles** | **Necessary resources** | **Budget** | **Schedule** | | **Results indicators** |
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| **Specific objective …** | | | | | | **General objectives:** | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Activities** | **Lead organization** | **Partners, collaborators and their roles** | **Necessary resources** | **Budget** | **Schedule** | | **Results indicators** |
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For questions or comments, contact [enter contact information]

#### *Goal*

In order to define the action plan's goal, it is necessary to think of a general statement which describes a desirable situation, that is, a set of conditions that must be achieved. For this purpose, you have to refer to your vision of community safety. The goal of an action plan is usually global, non-measurable and long-term. Generally speaking, it is the over-riding goal of all of the actions to be taken on a range of problems.

#### *General objectives*

General objectives are set on the basis of the priority problems identified. Contrary to the action plan's goal, its general objectives are precise and must be achieved within a certain time limit. Each general objective is described by a statement on a desired change in a problem that is expressed in the form of a measurable anticipated outcome. The outcome must be realistic and specific and involve a deadline.

#### *Specific objectives*

#### *Devise action strategies*

This step is crucial for it consists in defining the methods, or strategies, that will be used to achieve the plan's general objectives. These strategies may involve acting on previously identified causes (e.g. a lack of leisure activities for adolescents) or propose the implementation of protective measures (e.g. improving the safety of residences). They will vary depending on the target (i.e. the population or the environment) and the level of intervention (i.e. individuals or families, different life settings or the community as a whole). We suggest that you consult the box on the next page to learn more about how to formulate these strategies (see Guide, page 24).

#### *Formulate specific objectives*

Specific objectives must be formulated following the same rules as those for general objectives. Specific objectives flow from the strategies selected to achieve the plan's general objectives. They can concern more than just one problem, particularly when they are aimed at dealing with causes common to several different problems.

#### *Activities*

The activities you include in the action plan stem from the actions or measures that are to be implemented in order to achieve each specific objective. They pinpoint the place or setting where the interventions will occur, as well as the target population—choices that are often made when the action strategies are selected.

#### *Lead organization*

For each activity, it is necessary to identify at least one lead organization.

#### *Partners, collaborators and their roles*

For each activity, it is necessary to identify the partners/collaborators who would like to take part and the role they will play. The working group must therefore determine who is interested. Defining the contribution (role and responsibilities) of each partner officializes the partner's commitment to and involvement in the action plan.

#### *Necessary resources*

Human, technical and material resources will be needed to carry out the various activities. Accordingly, these resources must be specified as much as possible in the action plan.

#### *Budget*

The approximate cost of each activity must also be determined. It is up to the group in charge of preparing the action plan to decide whether or not a budget will be included in the document. If it decides not to include one, it must nonetheless discuss and draw up a budget. Where applicable, funding strategies also have to be envisaged at this stage.

#### *Schedule*

Generally speaking, a logical procedure must be followed in order to achieve an objective. Therefore, it is preferable to plan an activity schedule and specify the order in which the activities are to be carried out. This order must be reflected in the schedule deadlines.

#### *Results indicators*

In addition to a schedule, the action plan can include results indicators. A results indicator is a statement that is used to measure an activity's progress. There may thus be several results indicators for each specific objective. The more these objectives are expressed in measurable terms, the easier it is to formulate results indicators. These indicators have two functions. First, they serve to monitor the implementation of the action plan and, second, they play an essential role in evaluating the project, for they can be used to measure the extent to which the anticipated results are being achieved.