



Action plans facilitate and ensure the realization of the tasks that an organization has. Without an action plan, the work tends to be in disarray and uncoordinated. It is hard to know who was supposed to do what and when it was supposed to be done. Sometimes things do not get done and nobody notices it until it is too late. The action plan acts as the hands that lead to an effective and efficient realization. It will answer the following questions: What needs to be done? How will it be done? Who will do it? When does it have to be done? What resources are needed for it to be done?

This training will enable you to improve the understanding of the importance of action planning for successful projects, to find out how a Civil Society Committee is established, how the community problems and other issues are identified, to apply the methods and tools on a Community Action Plan, and to find out how to implement the plan and the subsequent activities.

Contents

- Planning, the significance and importance of planning;
- Basic principles of planning;
- Different types of plans;
- Cooperation with the local communities (Public–Private Partnership);
- Civil society committees and their establishment;

- Community vision;
- Community inclusion and participation;
- Problem identification;
- Problem tree;
- Problem analysis;
- Defining priorities;
- Selection of activities;
- Preparation of an action plan;
- Implementation of a community action plan;
- Subsequent activities and evaluation.