



ACTION PLAN TEMPLATE

Vision:
Mission:
Values:

Objective	Initiative	Responsible Person	Partner/Ministry to Consult or Engage	Target Date	Success Indicator (How can we measure or demonstrate that an initiative is completed or successful? Benchmarks?)	Progress (Details of progress to date, useful information, barriers encountered etc.)
E.g. Strengthen the Church's influence in the community	Active outreach programmes			Start date – February 2017		
	Using the Book of Acts model, develop pastoral centres and spaces for community activity			Start date – December 2017		
	Caravans hosted seasonally in all regions – NE: Advent; NW: Lent; South: Easter; Tobago: Pentecost			On-going		
	Visitation programmes to homes and institutions			Start date - 2017		
	Retrofit churches with infrastructure (ramps, restroom stalls, seating etc.) enabling access by the differently abled			Start date - 2017		
	Incorporate sign language in Diocesan services			Start date – 2017		

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GROUP EXERCISE 1

Objective	Initiative	Responsible Person	Partner/Ministry to Consult or Engage	Target Date	Success Indicator (How can we measure or demonstrate that an initiative is completed or successful? Benchmarks?)	Progress (<i>Details of progress to date, useful information, barriers encountered etc.</i>)

WORK PLAN TEMPLATE

Group Exercise 2

Objective: Strengthen the Church's influence in the Community

Initiative: Active outreach programmes

Responsible Person:

Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Timeline <i>By When? (Day/Month)</i>	Resources A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political & other)</i>	Potential Barriers A. <i>What individuals or organizations might resist?</i> B. <i>How?</i>	Communications Plan <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
Step 1:			A. B.	A. B.	
Step 2:			A. B.	A. B.	
Step 3:			A. B.	A. B.	
Step 4:			A. B.	A. B.	
Step 5:			A. B.	A. B.	

Evidence of Success (How will you know that you are making progress? What are your benchmarks?) – must have baseline information together with Success indicator and bench marks to be able to guage changes

Evaluation Process (How will you determine that your goal has been reached? What are your measures?)