

Action Plan Guide

What

This template enables you to be clear about the activities of your consultation. It allows you to track accountability, timelines, required resources, etc.

Why

Documenting the details allows you to think through each element of your consultation. By asking critical questions, you gain clarity on key aspects of the research to set a strong foundation for success.

How

These are starting points. Feel free to amend the headers and questions to suit your consultation needs. For example, if applicable, you may wish to include identifying possible risks, mitigation strategies, partner or sponsor outreach, etc.

what

why

HOW

We are here to help! [Reach out if you have any challenges or questions.](#)



Action Plan Template

Action steps	Person responsible	Date completed	Resources needed or dependencies	Potential challenges	Collaborators
1					
2					
3					
4					
5					
6					
7					





Action Plan Template

Consider presenting the action plan to participants for feedback. This encourages full participation in the process.

Actions	What information do we need?	Where can we get it?	By when?	Open dialogue and reflection
				Are we doing what we said we'd do? How are we doing?
Planning and implementation issues 1 2 3 4				
Objectives 1 2 3 4				
Impact on participants/co-researchers 1 2 3 4				

