

Action Plan in 3 steps

Short description	This activity consists of a structured group work within the CoP, in which participants collaboratively develop an action plan based on previously agreed SMART goals
Objectives	This activity aims to: translate shared SMART goals into concrete actions; clarify what needs to be done, <i>by whom</i> , and <i>when</i> ; promote shared responsibility and coordination within the CoP and define a shared strategy to monitor and reflect on the actions.
Duration	45 – 60 minutes
Social form	This activity will take the form of small group work (4 – 5 participants) around each SMART goal, with a short plenary alignment at the end
Materials and organisation	Action plan template (Task-Who-When) – one template per group
Preparation	Identify and share in advance the SMART goals that will inform the action plan. Prepare the Action Plan template (printed). Define groups according to each goal

Step-by-step description

	<ol style="list-style-type: none"> 1. Introduction with a brief explanation of the propose of the workgroup and the structure of the action plan (task-who-when) 2. Small group-work to identify 1-2 priority actions linked to the agreed goals and define them clearly in the action plan template 3. In plenary, groups present their action plans. The whole group aligns on responsibilities, timelines and next steps
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Variations and differentiation

The activity can be also conducted online, using an online platform as the Microsoft Team (or Zoom), with virtual break-out rooms. You can collaborative digital tools – as a Padlet or Miro – as a way to draw the action plan.

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