



# Action Plan

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# Action Plan



- **Definition**

- Thoughtfully recorded list of all the tasks that your team needs to finish to meet a goal or an objective

- **Purpose**

- Action Plans are useful because they give you a framework for thinking about how you'll complete a task or project efficiently



# How does action planning help the university?

- Understand the university's issues.
- Generate action steps.
- Assure inclusive and integrated participation.
- Build consensus on what should be done.
- Specify concrete ways to take action



# An action plan helps assure that...

- Nothing is overlooked.
- Proposed action steps are feasible.
- Everybody follow through with their commitments.
- Measurable activities are documented and evaluated.



# Components of an action plan framework

- Determine people and sectors of the community to involve.
- Convene a planning group.
- Develop an action plan to achieve the KPI of objective for the current year.
- Review your action plan for completeness.



# Each action step should outline:

- What actions should be taken to achieve KPI?
- Who will carry out those actions?
- By when the actions will take place and for how long?
- What resources are needed to carry out proposed actions?
- Communication (who should know what?)



# Review the Action Plan for:

- Comprehensiveness
- Clarity
- Feasibility
- Timeliness
- Flexibility











Thank  
You!!!