

Plan of Action

- A tool for organizing a project
- A tool for handling your project
- A tool for clarifying roles, ownership, time schedule etc.
- ...

At this seminar you are going to describe only two of the headlines from above. Please take care of number x and y.

Tell the story- you can choose a form that suits you.

1. Title
2. Who has commissioned the Task Who has asked for the assignment/project to be carried out
3. Who is in charge of the Project
4. Background and Conditions Background and main problems and conditions for the assignment/project
5. Purpose An overall description of expected changes and outcomes of the project. Often a long term benefit
6. Aims A description of the specific changes and results the project will bring
7. Target Group Who is the project for? Who will benefit from the project?
8. Product/Outcome The appearance, form or extent of the final project. Is it a draft for a meeting, a catalogue of ideas, a 10 page paper, a 50 page report, a leaflet, a spreadsheet, a workshop, a presentation etc.
9. Decision-making Process What political commissions and groups will deal with the case? A description of when in the process is also needed. Will it for instance both be presented for a hearing and a final approval?
10. Information Plan The information plan describes who the concerned parties are and when and how they will be informed. Also how they relate to the project so the information can be adjusted accordingly.

<p>11. Plan of Action How are you going to work towards the target? What activities and methods will you use? You might describe the use of existing materials (existing analysis, calculations, politics etc.) Gathering of new data/information from experts through interviews or meetings. This is also where you describe if certain methods have been used like quantitative or qualitative analysis and an analysis of data/information and economy. This is where you make a draft of the main parts of the project to give an overall view of the main tasks and the course of the project. This is not where you write dates. They are written in the schedule.</p>
<p>12. Signs What signs along the way will indicate that the project is running as planned?</p>
<p>13. Management and Organization A description of the levels and sharing of responsibility during the project. Depending on the type of project the following can be included: Administration group (coordinator and members) Project group (coordinator and members) Project administrator Person in charge Who are participants and who are advisors on the project</p>
<p>14. Economy The economical resources</p>
<p>15. Schedule A detailed time description of the stages of the project.</p>
<p>16. How to implement or continue A description of the future plans for the project. Is there for instance a policy to implement or an analysis that needs to be taken into consideration for changing existing conditions? Who will continue the project and how?</p>
<p>17. Evaluation Describe the methods you wish to use when assessing the project</p>