

### **An effective Action Plan will:**

- Motivate
- Provide a framework
- Lay out a clear path
- Will generate commitment
- Create a unified team
- Improve communication and understanding
- Establish accountability

### **The Process**

1. Create a list of Issues that are pertinent to the Council
  - a. Brainstorm – Prioritize – Selection
2. Determine projects to address the issue(s)
  - a. Establish project criteria
    - i. Example Criteria for Project Selection: Safety, School, Beneficiary, Costs, Location, Deadline
  - b. Generate list of potential
3. Create Realistic Project Goals and Objectives:
  - a. Objectives should be: Specific, Measurable, Achievable, Relevant, Time Limited
4. Determine what tasks must be undertaken for project completion
5. Determine costs and benefits
6. Assignment of tasks to council members with deadlines
7. Carry Out Project
  - a. Track and Evaluate (Deliverables)