

ACTION PLAN SUMMARY

**Name: Country:**

**Precise Statement of the Problem:**

**Statement of the Goal: (SMART)**

**Action Plan:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Action Step** | **Start** | **Complete** | **Responsibility** | **Resources2** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |

2 Human resources (for example, person-days), financial resources, and other key resources (for example, special computer software) needed to carry out each action step.

**Analysis of Key Stakeholders**3

**Key Stakeholder:**

1. Disadvantages of the current situation that support the need for action

2. Advantages of your preferred outcome and your plan for achieving it

3. Disadvantages of your preferred outcome or your plan for achieving it, concerns they might create, and how you might overcome the disadvantages and concerns

4. Advantages of the current situation that will be retained

5. The communication or persuasion approach that you will use with this key stakeholder

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3 Analyze the advantages and disadvantages from the perspective of each key stakeholder, using the four- box model. Use the results to develop a communication or persuasion approach for each key stakeholder.