



PLANNING – WHO? WHEN? WHERE? HOW?

Now you can turn your idea into action by using the Action Plan. Here you can organise and set down all of your ideas to make your action successful.

ACTION PLAN	
ACTION AREA <i>(Accompaniment & Support, Awareness Raising or Advocacy)</i>	
OUR ACTION	
THE CHANGE we want to create through the action	

WHAT WE NEED TO DO	WHAT WE PLAN	RESULTS – WHAT ACTUALLY HAPPENED?
<p>GOALS:</p> <ul style="list-style-type: none"> • <i>What goal(s) do we want to achieve? What will be different after our action than before?</i> • <i>What change will we have achieved? Describe the goal concretely so that you can check whether and to what extent you have achieved it.</i> 		
<p>PERSONAL GOALS:</p> <ul style="list-style-type: none"> • <i>What goals for ourselves do we want to achieve?</i> • <i>What do we want to learn and practice?</i> • <i>What change in ourselves do we expect?</i> 		
<p>DESCRIPTION OF THE ACTION:</p> <ul style="list-style-type: none"> • <i>What do we want to do?</i> • <i>Describe the action and the specific activities needed to achieve your goals.</i> 		
<p>TIMELINE:</p> <ul style="list-style-type: none"> • <i>When will the action start?</i> • <i>What day(s) should what take place? When will everything be completed?</i> 		

WHAT WE NEED TO DO	WHAT WE PLAN	RESULTS – WHAT ACTUALLY HAPPENED?
<p>RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • <i>Who is responsible for what activities? Is there one person who is in charge overall?</i> • <i>Does everyone have a role that matches his or her own skills and interests?</i> 		
<p>RESOURCES:</p> <ul style="list-style-type: none"> • <i>What resources do we need to achieve the activities and achieve the goal?</i> • <i>List exactly the resources you need (technology, physical spaces, extra materials, money).</i> 		
<p>SUPPORT:</p> <ul style="list-style-type: none"> • <i>Which partners, sponsors and other people can help and support us?</i> 		
<p>ADVERTISING:</p> <ul style="list-style-type: none"> • <i>How can we advertise our action and communicate about it in advance?</i> • <i>Which tools (social media, posters, flyers etc.) do we need to make the action visible?</i> 		

WHAT WE NEED TO DO	WHAT WE PLAN	RESULTS – WHAT ACTUALLY HAPPENED?
<p>COMMUNICATING RESULTS:</p> <ul style="list-style-type: none"> • <i>How will we communicate the results of the action with others?</i> • <i>Appoint someone to take photos during the action – other options are live streaming on social media or asking a journalist to report on the action.</i> 		

After you have completed the Action Plan, ensure that the action you have planned is interesting and challenging enough for every member of your Student Ambassador group. Remember also that your action needs to be realistic, and that you have the necessary resources to realise it on time. Maybe you need to adjust some things in order to make all the pieces fit together.