



Refining an Action

For refining actions and planning in details

WHEN TO USE IT?

- * Brainstorming
- * Workshop

WHAT IS NEEDED?

Time: 30 mn-1 hour

Material support: one or several blank sheets (see overleaf) and pens

- > Each sheet corresponds to one action that a project aims at implementing.
- > Make sure that the content is short and concise but with all relevant information.

Completing a sheet to refine an action and reflecting on the detail of an action can help turning one's vision into reality, in an efficient way.

Developing concrete actions by planning them in details, thinking about activities, timescale, outputs resources and obstacles, will enable their effective implementation.

WHAT FOR ?

- > To develop coherent activities.
- > To be sure not to omit any detail.
- > To reflect on the concrete implementation of actions.
- > To save time, resources and energy in the long run.

HOW TO USE IT?

Step 1 Describe your action

- > The title of the action should be informative and accurate.
- > Write a short (1 sentence) but detailed description, with a deadline whenever possible.
- > Add a comprehensive list of stakeholders.
- > Specify the action owner's full position and his/her unit/directorate/...
- > Link the action with the project's specific objectives.
- > Mention the available resources: financial (give the amount) and human resources (staff).
- > Readiness: try not to be vague and give a clear and realistic deadline.
- > Explain the potential risks in details.

Step 2 Identify activities

- > Brainstorm on the activities that you will need to carry out in order to implement your action.
- > Define timelines in order to focus on priorities. Make sure that timelines (with due dates) are complete, clear and coherent.
- > List the expected, measurable, outputs resulting from these activities.
- > Link the activities with related, currently existing ones.
- > Identify problems that can potentially affect, slow down or prevent the implementation of the activities.

> Before using this tool, fill in the **Action Table** to define actions on the basis of the expected results, and to start planning actions and roadmap.

ACTION Title		ACTION Owner	
Short Description	Stakeholders	Links to Strategy	Risks
		Finance & Resources	
		ACTION Readiness	



ACTIVITIES Summary

ACTIVITY	Dates	OUTPUTS	Related ACTIVITIES	Problems / Concerns