Refining an Action

For refining actions and planning in details

WHEN TO USE IT?

> Brainstorming > Workshop

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.

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.

> 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.

URBACT

Action title	Owner of action

Short Description	Stakeholders	Links to strategy	What success looks like
Write here a short description of the action, its rationale and process	Write here who is involved in the different phases of the action, which responsibilities and roles they have	Write the link with the overall IAP ans connected visions and strategies of Sust. Urban Development	Write here the change and situation at the end of the action. You can use indicators to better describe it

Risks
Write here the foreseen external risk factors that can influence the action

Action Readiness
Write here how close you are to being able to deliver the action, and which factors are influencing your readiness level.

Finance & Resources
Write here the main financial and resource needs, then use the "input" column below to define costs

ACTIVITY	DATES	INPUTS	RELATED ACTIVITIES	OUTPUTS	CONCERNS
Write here single activities that make up the action, defining its process more in detail, number them for clarity	Date of start and end of activity	Write here the necessary resources, defining their nature, for example, personnel, infrastructural work, communication, etc	Other activities more generally related to the plan or connected in some ways to this specific activity	Describe the outputs of your activity, use simple basic indicators for process and result	