Action Table

For specifying activities and outputs to achieve a given objective

What is needed?

Time: 1-2 hours

Material support: Blank version of the
Action Table (see overleaf), pens

❱ When filling in an Action Table, two types of approach can be adopted:

- All the planned actions are summarised and combined in one table.

- Different tables are filled in for each action or objective.

Expected results, objectives, actions, outputs and indicators are central elements of an action plan. Establishing an agreement on them is a crucial part of the action planning process.

Three logical steps are usually necessary and the Action Table can be used to provide an overview.
The first two steps can be populated by the results of the work done on defining problems, expected results and possible solutions.

What for?

❱ To provide an overview of the action planning process.

❱ To define actions and means to achieve a specific objective.

How to use it?

Step 1   Define expected results and objectives.

Starting from problems, expected results (change) have to be defined. A **result** is the **initial impact of an intervention**. From expected results, **objectives** are then worked out. These are clear, explicit and initial statements on the **effects to be achieved** by a public intervention. Each specific objective in a programme must have a corresponding result indicator and a baseline. Make sure the objectives are SMART: Specific, Measurable, Achievable, Realistic, Time bound.

Step 2   Define actions.

Set out what actions are needed to achieve the expected results. The table should also include timescale and resources required.

Step 3   Define outputs.

Outputs are tangible, measurable products of an action.

❱ Make sure to bring appropriate activities into the action table while excluding those that do not make significant contributions to the objective.

❱ There is no universal model of an Action Table, its style and content has to be adapted to the needs of the project. The main common elements included are: objectives, actions, responsible entities, timings, costings, funding identified, monitoring indicators and risk analysis.

The Action table, and particularly the expected results and actions, can be populated by the work done while defining problems, expected results and possible solutions through the Problem Tree tool and the Problems and Solutions table (tools available on the toolbox).

URBACT

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Action Table

Specific objective					
Action	Intended result	Resources/Assets	Lead agency	Key partners	Timescale