# The Stages of Action Planning

<table>
<thead>
<tr>
<th>Meeting #</th>
<th>Outcome</th>
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<tbody>
<tr>
<td>1</td>
<td>Tactic Analysis</td>
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<td>2</td>
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<td>3</td>
<td>Research</td>
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<td>4</td>
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<tr>
<td>5</td>
<td>Begin writing plans</td>
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<td>6</td>
<td>*Result Statements</td>
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<td>7</td>
<td>*Action Plans</td>
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<tr>
<td>8</td>
<td>*Cost Benefit Analysis &amp; Finalize Plans 😊</td>
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<td>9*if needed</td>
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Tactic

• Type Tactic Here
Overview of the Process

Planning Team:
• Drafts: Mission, Objectives, Tactics

Action Teams:
• Research, Plans, Cost analysis

Implement

Assign Responsible Person

Select 1st plans to implement

Site council approval

Planning Team:
• Finalize Plan/Suggest implementation

You’re about Here!

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Planning Team Decisions

At their final session, the planning team will:
Hear the presentation by your team leader
Decide one of the following:

• Accept the plan as is
• Return the plan for additional work
• Reject the plan
  – Costs outweigh the benefits
  – Not a significant contribution to the tactic, mission, etc.
Cost-Benefit Analysis

Examine your work

What benefits will this plan create?
   *Tangibles and intangibles*

What will it truly cost?
   *Tangibles and intangibles*

Is this an adequate return on investment?
Finalize the Cost Benefit Analysis for all plans! 😊

• Review the Homework (Cost Benefit Analyses)

• Come to agreement &/or consolidate to one analysis per Action Plan

• ASK:
  1. Is it balanced?
  2. Does the Benefit out weigh the Cost?

  *If not, can we justify it?
**Finalize the Plan**

- Review Specific Results statements
- Review Action Plans
- Review Cost-Benefit Analysis
Preparing to present!

The following need to be complete either today or at a meeting #9:

1. A cover letter from our team
2. Make sure all of the following are typed up & ready to email to our internal coordinator
   - Research report forms
   - Action Plans
   - Cost Benefit Analyses
   - Cover letter
3. A draft of our presentation (*will be edited & presented by your leader)

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THANK YOU TEAM!