



**ACTION PLAN TEMPLATE**

**Vision:**  
**Mission:**  
**Values:**

Objective	Initiative	Responsible Person	Partner/Ministry to Consult or Engage	Target Date	Success Indicator (How can we measure or demonstrate that an initiative is completed or successful? Benchmarks?)	Progress ( <i>Details of progress to date, useful information, barriers encountered etc.</i> )
E.g. Strengthen the Church's influence in the community	Active outreach programmes			Start date – February 2017		
	Using the Book of Acts model, develop pastoral centres and spaces for community activity			Start date – December 2017		
	Caravans hosted seasonally in all regions – NE: Advent; NW: Lent; South: Easter; Tobago: Pentecost			On-going		
	Visitation programmes to homes and institutions			Start date - 2017		
	Retrofit churches with infrastructure (ramps, restroom stalls, seating etc.) enabling access by the differently abled			Start date - 2017		
	Incorporate sign language in Diocesan services			Start date – 2017		

# ACTION PLAN TEMPLATE

## GROUP EXERCISE 1

<b>Objective</b>	<b>Initiative</b>	<b>Responsible Person</b>	<b>Partner/Ministry to Consult or Engage</b>	<b>Target Date</b>	<b>Success Indicator</b> (How can we measure or demonstrate that an initiative is completed or successful? Benchmarks?)	<b>Progress</b> ( <i>Details of progress to date, useful information, barriers encountered etc.</i> )

## WORK PLAN TEMPLATE

### Group Exercise 2

**Objective:** Strengthen the Church's influence in the Community

**Initiative:** Active outreach programmes

**Responsible Person:**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When? (Day/Month)</i>	<b>Resources</b> A. <i>Resources Available</i> B. <i>Resources Needed (financial, human, political &amp; other)</i>	<b>Potential Barriers</b> A. <i>What individuals or organizations might resist?</i> B. <i>How?</i>	<b>Communications Plan</b> <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
<b>Step 1:</b>			A. B.	A. B.	
<b>Step 2:</b>			A. B.	A. B.	
<b>Step 3:</b>			A. B.	A. B.	
<b>Step 4:</b>			A. B.	A. B.	
<b>Step 5:</b>			A. B.	A. B.	

**Evidence of Success** (How will you know that you are making progress? What are your benchmarks?) – must have baseline information together with Success indicator and bench marks to be able to guage changes

**Evaluation Process** (How will you determine that your goal has been reached? What are your measures?)