

## Exercise #4

### Formulating a Plan of Action

The Plan of Action is called many different names including Methods, Activities, Action Steps, and Program. Whatever the name, this is the section where you present, in narrative form, a description of exactly what you are proposing to do to in the project. In this exercise you will continue to develop your group project and will develop plans for activities that will accomplish the project objectives.

- A. Review the project objectives you developed in the previous exercise.
- B. As a group, choose one objective and discuss what activities would accomplish the objective. When you have agreed on a plan of action for the objective, list specific action steps in the space below. Be as detailed as possible.

*Objective:*

*Action steps:*

- C. Who would be involved in implementing this project? Would the project require new staffing? Would you hire any consultants or other outside expertise?
- D. Transfer the action steps, in time sequence, to the Project Timeline Template. For each step, indicate who will be responsible for doing it and when it will be done.
- E. Now fill in section 7 on your Project Planning Worksheet.