

Tool #46: Ministry Planning Action Steps

# ¹	Action Step ² <i>What needs to be done?</i>	Contact person ³ <i>Who will do it?</i>	Timeline ⁴ <i>When?</i>	Stakeholders ⁵ <i>Who else is involved?</i>	Notes ⁶

1. #: Number each action step for future reference.
2. Action step: Describe the actions to be taken in as much detail as possible (for any stage of the action-learning process).
3. Contact person: Main person responsible for doing, delegating or organizing the action step.
4. Timeline: Target date or range for completion of action step; note if this step is dependent on other prerequisite steps or events.
5. Stakeholders: Make note of other persons, groups, or organizations that are involved in, affected by, or contributors to this action step.
6. Notes: Required resources, concerns or questions, how high a priority, red tape or other potential obstacles, follow-up needed, etc.