

## CVS Falkirk Resource Library Action Plan Template



Our action plan is in two parts

- 1 **Main Targets** that measure our success in reaching our [organisation]'s objectives
- 2 **Actions and Initiatives** planned to help us work towards our objectives

- 1 **Main Targets** (A summary of the Objectives and Targets from the [organisation] itself)

| Objective   | Target  | Target Date  | Progress   |
|---|---|--|--|
| <p>Summary of objectives</p> <p>Summarise the objectives from within your plan here</p> | <p>Summary of Targets</p> <p>It is important that each objective has a <b>Specific, Measurable, Achievable and Realistic</b> target.</p> <p>Completing this section is a useful way of checking that you have set measurable targets for each objective</p> | <p>Target Date for completion</p> <p>It is important that each objective is <b>Time-bound</b>.</p> | <p>Space to make notes on progress, barriers that led to a target not being achieved and any new approaches identified as a result</p> |

## 2 Actions and Initiatives

(It is a good idea to create an action plan table for EACH of your organisation's objectives. You may prefer to use a similar format to your organisation's development/improvement plan, but if so it is important you ensure that all the information shown in red, as a minimum, is included)

**OBJECTIVE:** E.g. Increase the proportion of children walking to school  
**TARGET:** E.g. Increase the proportion of children walking to school from 50% to 60% by summer term 2006

| <b>Proposed Action</b>                    | <b>Milestone Tasks</b><br>(Key tasks that need to be carried out to implement actions)   | <b>Responsible Person</b> | <b>Partners to consult / engage</b> | <b>Target Date</b>  | <b>Success Indicator</b><br>(How you can measure / demonstrate that an action is complete)                    | <b>Progress</b><br>(Details of progress to date, useful information, barriers encountered etc) |
|---|--|---------------------------|-------------------------------------|---|---|--|
| For example....<br><br>Set up Walking Bus | Contact Road Safety Unit for advice and support<br><br>Identify possible routes<br><br>Recruit volunteers<br><br>Pilot route<br><br>Launch Bus | Mrs Smith                 | Road Safety Unit                    | Dec '05<br><br>Feb '06<br><br>March '06<br><br>March '06<br><br>April '06 | One Walking Bus established serving the school each morning. At least 10 children using the walking bus daily | Meeting held with RSU January '06  |

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|   |  |   |                                  |   |  |  |
|---|--|---|----------------------------------|---|--|--|
| Participate in Walk to School Week (W2SW)   | Structure Walk to School week into schools curriculum<br>Obtain walk to school week resources    | The Head  | Travel Plan Team                 | May / October annually                    | All children invited to participate in W2SW  | Registration form sent for October '06 W2SW  |
| Provide covered waiting shelter for parents | Source appropriate funding (grant)<br>Identify suitable site<br>Install shelter<br>Monitor usage | School Travel Plan Coordinator / Premises Manager | Local businesses for sponsorship | March 31 <sup>st</sup> '06<br><br>Sep '06 | Parent waiting shelter installed on school property.<br>Annual parent travel survey demonstrates it is used. | STP submitted to HCC 31 <sup>st</sup> March, advice received that school will be receiving capital grant award |

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