

# ACTION PLANNING

**Type of Activity:** Idea generation and action planning.

**Outcome:** A step-by-step plan for implementing a specific project to improve a public space.

**Performed by:** Community members, city staff,

**Location:** Inside with tables and chairs. A classroom, community centre, a neighbours kitchen table.

**Time / Season:** Any

*Creating a doable plan is the key to turning an idea into reality. 8-80 Cities uses a simple community action planning framework to help community members focus on one idea and brainstorm a plan for implementation.*

*This action plan can be conducted during a formal workshop with city staff, or with a bunch of neighbours sitting around the kitchen table eager to take on a new community project.*

## What You Will Need

- A copy of the Action Plan (the bigger the better!)
- Pens and markers
- A site map
- A group of creative people to brainstorm with.

## Tips!!



*We have found that people are more receptive if they have a place to sit and talk with you. We do not recommend to do the survey standing.*



## Directions:

- > Create groups of four to five peoples.
- > Provide a few reference images, a site plan of the space, an large action plan and markers to each groups.
- > Ask to brainstorm five ideas to improve the space and discuss their benefits for the community.
- > Ask to select one and to make a detailed action plan following the instruction beside
- > Ask each group to present their action plan to the larger group



### **Action Planning Instructions**

Creating a doable plan is the key to turning an idea into reality. In your group, come up with a plan for how your idea can be implemented within the next year or two. The majority of your planning time should be spent on the HOW? question.

#### **1. WHAT?**

In the space below briefly explain what your idea is.

#### **2. WHY?**

Briefly explain why your idea is important.

#### **3. WHO?**

Who needs to be involved in the project? What partnerships need to be established for it to be successful?

#### **4. WHEN?**

When will it be implemented? When will it be used?  
How frequently? What season? What day of the week?  
What hours?

#### **5. WHERE?**

On the map provided indicate where your idea will take place/be located

#### **6. HOW?**

Without writing anything down, take a few minutes to discuss as a group what needs to be done to implement your idea. After you have discussed your plan, try to break it down into manageable steps. It might be easiest to think in chunks of time, but it is up to you. You can add more steps if necessary, but try to limit yourselves to no more than six steps.

## **STEP 1**

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## **STEP 2**

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## **STEP 3**

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