

# Successful Action Planning

Action plans are living, working documents. They form an integral part of the process for improving practice.

It is important to have an effective action plan in place and to monitor the progress of the plan. This will help you stay on track with what it is want to achieve or need to do in your role as a coach.

## Devising the Action Plan

In preparing the plan the following questions should be considered:

- Are there any key dates or deadlines we have to meet?
- Are the actions clear and specific?
- Do we know exactly what we intend to do and who will do it?
- Have we identified all the practical steps we need to take to achieve the objectives?
- How will the steps lead to the required outcomes?
- How will we know when we measure the impact?

## Monitoring the Action Plan

Monitoring the action plan is important. It is the ongoing assessment of progress against the priorities you have set.

The monitoring should include questions such as the following.

- Are we doing what we said we would do?
- If not, why not? For example, are we using resources efficiently and effectively to achieve objectives?
- Are we achieving outcomes within the set time frames?
- Are we taking corrective action to refocus in order to achieve our objectives?
- Are we making progress?

## RAG rate your action plan

A good tip is to RAG rate (red, amber, green) your action plan. This will help you to focus on what needs doing first or as a priority. For example,

High priority (e.g. must be completed this week/today)

Medium priority (e.g. must be completed by end of month)

Low priority (e.g. to be completed by XXX or on-going with set review dates).