Action Planning Template Instructions

This action planning template is a companion document to the **Hospital Systems Capacity Building Initiative Sustainability Assessment**.

## Questions to Think About

## When Developing Your Action Plan

* How will you track your progress?
* How will you get support to implement your action plan?
* Are there effective existing materials or successful approaches that could be modified for your use?
* Are there opportunities to work with or leverage existing programs or systems?
* Have you considered your strengths, and have you anticipated challenges?
* Are your tasks and timelines realistic?

Based on your category average scores from the sustainability assessment, select sustainability category focus areas to address. Review any notes about gaps, challenges, and next steps recorded during the voting process.

Additionally, consider the time frame you have to complete this action plan when choosing your focus areas. For example, if you have six months for implementation, you might choose one or two focus areas, and if you have one year, you might choose three or four focus areas.

Select one person to be the recorder as your team collaboratively fills out an action plan. If you need ideas for increasing the capacity in an area, please refer to the Resource Guide in the Sustainability Assessment.

Record the following information in your plan:

* the sustainability category focus areas,
* a goal describing what you are hoping to achieve in each focus area,
* the action steps you will take to reach your goal,
* who will be responsible for leading or implementing each activity,
* materials and resources that you will need, including the support your site might need from ACS,
* the anticipated result for each action step,
* the projected due date for each activity, and
* the related sustainability element(s) for each action step.

Use this action plan as a guide as you implement your activities. The plan can be used in meetings as an agenda and a place to record progress notes as you move forward.

# Action Plan Example – Please replace the information in red below with your own project details. You can also add more tables as needed for your project.

| **Sustainability Category Focus Area:** Engaged Staff and Leaderships |
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| **Goal:** Increase leadership and staff member understanding of our initiative. |
| **Action Steps** | **Person/Team Responsible** | **Materials/ Resources Needed** | **What will be the result of this action step?** | **Due Date** | **Related Element(s)** | **Status Update** |
| Conduct stakeholder analysis  | COP Team | Stakeholder analysis tool | Understand who is and who should be engaged | 6/30 | 1, 2, 3, 4 |  |
| Make asks of individuals identified in stakeholder analysis to support the initiative | COP Lead/ACS Lead | Leadership buy-in template | Collaborators are engaged in the initiative  | 7/15 | 1, 2, 3, 4 |  |
| Develop and implement a plan for communicating with staff and leadership identified in the stakeholder analysis, which will include the frequency of communication, purpose of communication, and communication type for each collaborator group | Marketing/ COP Team | Leadership buy-in, and/or internal communication channels | Create interest and excitement around this work to build buy-in from staff across the org | 8/20 | 1, 2, 3, 4 |  |
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