Once you have created a project logic model, it's time to make your Action Plan. This is an even more specific look at your event.

STEP ONE:
Use the resources and activities identified in your logic model and the established goals and objectives and insert them into this task-based timeline. An Action Plan is a map for implementation.

STEP TWO:
Action Plan templates are available online and can be customized for any use. While the format of your Action Plan may vary depending on how you and your team work together, it should encompass all the identified tasks required to implement your event, along with delegation responsibilities and deadlines. Detail is key!

STEP THREE:
Identify the tasks necessary to reach your goals for your project/program/event. Start by thinking chronologically, but also flag tasks that should be prioritized, integrate key deadlines, and highlight those steps that are dependent on others.

STEP FOUR:
Analyze and delegate the tasks. This requires you to give each task a closer look and note who on your team is the appropriate point person. At this point, you may identify a need for volunteers, new resources, or outsourced expertise and can plan accordingly.

STEP FIVE:
Give your Action Plan a once-over by using the SCHEMES mnemonic. SCHEMES stands for:
- Space
- Cash
- Helpers/People
- Equipment
- Materials
- Expertise
- Systems

Use this technique to ensure your plan is comprehensive and not missing anything. Now you are armed with a detailed timeline of what is needed to prepare, implement, and follow up your event.

STEP SIX:
Remember, this is—to a degree—a flexible framework. Things may change and require you to revisit your Action Plan and make adjustments throughout the process. If you track the adjustments you are making along the way, it will serve as a great learning tool in post-event debriefs and evaluation.