

Action Planning Canvas

WHAT

TITLE: _____

DESCRIPTION: _____

WHEN & WHERE

START DATE: _____

END DATE: _____

WHERE: _____

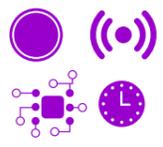
WHY

CRITERIA FOR SELECTION: _____

EXPECTED RESULTS: _____

SHORT - MEDIUM TERM (OUTCOMES)

LONG TERM (IMPACT)

	PRE-PROJECT AND EARLY STAGES	DURING IMPLEMENTATION (SHORT TERM)	POST - PROJECT (MEDIUM TERM)	POST - PROJECT (LONG TERM)
TIMELINE	Key steps in your project.	Key steps in your project.	Key steps in your project.	Key steps in your project.
REQUIREMENTS	Key items needed to move forward.	Key items needed to move forward.	Key items needed to move forward.	Key items needed to move forward.
KEY RESOURCES (TANGIBLE)				
 <p>Capital, infrastructure, technology, time (staff), space</p>				
KEY RESOURCES (INTANGIBLE)				
 <p>Policy, legal, permits, intellectual property, skills, knowledge.</p>				
STAKEHOLDERS				
 <p>Partners, collaborators, innovators, investors, participants, volunteers</p>				
TASKS / ACTIVITIES				
 <p>Workshops, events etc - in line with 'accelerator programmes'</p>				
OUTPUTS				
 <p>Products and Services resulting from this action</p>				
SUCCESS MEASURES				
 <p>Measurable indicators of success</p>				

Instruction sheet  A3

Action Planning Canvas

Work on an A1 printout or a digital version.

 30 to 45 min activity

 6 - 15 participants

The Action Planning canvas is a tool for cities to help detail the action in the short, medium and long-term. It is meant to **facilitate conversations with key departments and stakeholders.** The canvas should be used to **identify the main characteristics of each action** in conversation with relevant stakeholders. One copy of the Action Planning canvas should be filled in for each action developed. It may help to work on post-its so that you can move things around!

STEPS

1. Give a title to your Action Planning

- Write down a title for the action. It is good practice to start your title with a verb.

2. Outline the 'what', 'where' and 'why'

- Fill in the sections on the left panel on
- duration of action (when it will start/end),
 - where it will be implemented
 - why the city has decided to take this action forward (the conversations had for the prioritisation of actions could be useful here).
- Be as specific as possible.

3. Highlight the requirements in project stages

- Highlight the requirements to implements this action pre-project and early stages, during implementation, post-proeject, including:
- key resources (tangible and intangible), stakeholders
 - task, activities, outputs and considerations for success measures

TIPS

- Consider what is needed now and what is needed in the implementation and post-implementation phases
- Be specific on which departments, organisations or type of organisation will be involved and in what capacity, i.e. will they be leading this, supporting, or participating.

Instruction sheet  A3

Prioritisation Chart

Use the prioritisation chart to have an open discussion with key stakeholders on which actions you want to take forward.

 30 to 45 min activity

 6 - 15 participants

The prioritisation chart is a tool to **help identify the actions that have the most relevance and impact for your city**. In the roadmap process, cities may have identified a large number of actions that could be taken forward. The prioritisation chart helps to locate these actions **with respect to their ease of implementation and expected scale of benefits**. It can also initiate conversations on what benefits/ for whom/ in what timescale, and what factors contribute to ease of implementation (and how these could be improved for various actions). Finally, it can help **identify synergies between actions** by opening dialogue about which actions support one another, enabling cities to choose a consolidated set of actions that bring more to the hub together than individually.

STEPS

1. Locate actions with respect to ease of implementation and scale benefits

Map actions onto prioritisation chart according to their ease of implementation and the scale of benefits they are expected to deliver.

2. Understand potential synergies between actions

Are there any actions that can be combined to have a bigger impact together than they would individually? Consider which actions overlap or work well together.

3. See factors effecting implementation

For each action, consider what factors aid/hinder implementation? Are there complementary actions that help overcome these barriers?

TIPS

- Use the mapping exercise to have an open discussion with key stakeholders need to be engaged (and at which stage) and build consensus on actions to be taken forward.
- Consider which stakeholders the prioritised actions engage with and benefit. Are these the stakeholders that the city most wants to prioritise?
- Consider using different colours to differentiate actions with greater certainty or those that align with strategic objectives for the city, such as inclusive innovation and diversity considerations (incl. biodiversity).

Prioritisation Chart

Use the prioritisation chart to have an open discussion with key stakeholders on which actions you want to take forward. Consider:

STEPS

1. Locate actions

Map actions onto prioritisation chart according to their ease of implementation and the scale of benefits they are expected to deliver.

2. Understand synergies

Potential synergies between actions: Are there any actions that can be combined to have a bigger impact together than they would individually? Consider which actions overlap or work well together.

3. See factors effecting implementation

For each action, consider what factors aid/hinder implementation? Are there complementary actions that help overcome these barriers?

4. Understand stakeholders to engage

Which stakeholders do the actions engage with and benefit? Are these the stakeholders that the city most wants to prioritise? Are these stakeholders aligning with inclusion and diversity considerations?

