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-proejct, 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.

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Worksheet 🖶 *A1*

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)

TIMELINE

	PRE-PROJECT AND EARLY STAGES	DURING IMPLEMENTATION (SHORT TERM)	POST - PROJECT (MEDIUM TERM)	POST - PROJECT (LONG TERM)
	Key steps in your project.	Key steps in your project.	Key steps in your project.	Key steps in your project.
	Key items needed to move forward.	Key items needed to move forward.	Key items needed to move forward.	Key items needed to move forward.

REQUIREMENTS

KEY RESOURCES (TANGIBLE)
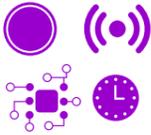
Capital, infrastructure, technology, time (staff), space

KEY RESOURCES (INTANGIBLE)

Policy, legal, permits, intellectual property, skills, knowledge,

STAKEHOLDERS

▲ LEADING
● CO-LEADING
■ SUPPORTING
◆ PARTICIPATING

Partners, collaborators, innovators, investors, participants, volunteers

TASKS / ACTIVITIES

Workshops, events etc - in line with 'accelerator programmes'

OUTPUTS

Products and Services resulting from this action

SUCCESS MEASURES

Measurable indicators of success

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