

Why Develop an Action Plan

North Country Food Day Youth Summit 2013

Set your team up for success! An action plan is a valuable tool to help you achieve your goal, and has many benefits including:

- ✓ **Roadmap:** The step-by-step list of “to-dos” helps your team stay on track.
- ✓ **Timeline:** Start and end dates keep your team moving forward.
- ✓ **Clarity:** A written, agreed upon plan ensures everyone is on the same page, reducing possible confusion or conflicts.
- ✓ **Buy-in & Brainstorming:** Each team member brings different strengths and perspectives, and incorporating these helps ensure the plan will be inclusive of and engaging for the wider school community.
- ✓ **Support:** Potential supporters, including volunteers and funders, often look to be involved in projects that have specific, well planned goals resulting in a tangible outcome.

ACTION PLAN WORKSHEET

Make a Difference!

School/District Name: _____ Date Developed/Updated: _____

Developed/Updated By: _____

1. VISION:

What do you want things to be like in regards to food in your school and/or community? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or something your team is passionate about in regards to food.

2. GOAL:

What is one thing you want to accomplish to help realize your vision? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or what your team is passionate about in regards to food.

To improve your chance of success, make sure your goal is S.M.A.R.T.!

Specific: Can you easily explain the goal and the desired result?

Measurable: Will you be able to measure progress and completion?

Achievable: Can this be achieved within the current environment and culture?

Realistic: Is it likely this can be completed with the available resources, time, knowledge and skills?

Time-bound: Can this be accomplished in a specified amount of time?

3. ACTION STEPS:

List as many or as few steps as you need to accomplish your goal.

Action Steps: <i>What needs to be done to achieve the goal?</i>	Resources: <i>Who or what can help?</i>	Responsible Agents: <i>Who will do this, or make sure it gets done?</i>	Time Frame: <i>When will this step start & end?</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

4. BARRIERS:

What roadblocks might you need to overcome to accomplish this goal? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or other ideas you brainstorm. Identifying potential barriers now may help to avoid or be ready for them if they arise.

5. EVALUATION:

How will you define success, and identify what worked and what didn't?

6. SUSTAINABILITY:

How will you help this project or activity continue into the future to have lasting impact and progress toward your vision?

7. CELEBRATION:

What will you do to recognize your success, which also helps to build excitement and support for future projects?

ACTION PLAN WORKSHEET

Make a Difference!

School/District Name: **Anywhere Central School**

Date Developed/Updated: **10.16.13**

Developed/Updated By: **Team Member Name 1, Team Member Name 2, Team Member Name 3**

1. VISION:

What do you want things to be like in regards to food in your school and/or community? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or something your team is passionate about in regards to food.

Students will be aware of where their food comes from.

2. GOAL:

What is one thing you want to accomplish to help realize your vision? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or what your team is passionate about in regards to food.

To improve your chance of success, make sure your goal is S.M.A.R.T.!

Specific: Can you easily explain the goal and the desired result?

Measurable: Will you be able to measure progress and completion?

Achievable: Can this be achieved within the current environment and culture?

Realistic: Is it likely this can be completed with the available resources, time, knowledge and skills?

Time-bound: Can this be accomplished in a specified amount of time?

Begin a school garden project and maintain it for a season.

3. ACTION STEPS:

List as many or as few steps as you need to accomplish your goal.

Action Steps: <i>What needs to be done to achieve the goal?</i>	Resources: <i>Who or what can help?</i>	Responsible Agents: <i>Who will do this, or make sure it gets done?</i>	Time Frame: <i>When will this step start & end?</i>
1. Build a team	Teachers, parents, principal, cafeteria staff, students, buildings & grounds staff, local farmers or Master Gardeners	All Team Members	Nov. 1-30, 2013
2. Set team meeting date & agenda	Office secretary can send meeting notice or put in newsletter, and help find open meeting space	Team Members 1 & 2	Dec. 6, 2013 and Ongoing
3. Determine goal(s) for first-year garden	<ul style="list-style-type: none"> School garden websites for ideas 	All Team Members	Dec. 2013 (at meeting)
4. Select a site	<ul style="list-style-type: none"> Buildings & grounds staff, principal Farmers/Master Gardeners for characteristics of a good garden site 	Team Members 3 & 4	Jan. 2014

5. Plan design & contents	<ul style="list-style-type: none"> • Farmers/Master Gardeners • School garden websites • Teachers (if classes will visit the garden) • Cafeteria staff (if harvest will be served in cafeteria) 	All Team Members	Feb. 2014 (at meeting)
6. Determine needed supplies & equipment	<ul style="list-style-type: none"> • Farmers/Master Gardeners • School garden websites • Teachers (if classes will visit the garden) • Cafeteria staff (if harvest will be served in cafeteria) 	Team Members 1 & 3	Early Feb. 2014
7. Look for funding and/or donations of supplies	<ul style="list-style-type: none"> • PTO/PTA • Community Organizations • Community members 	Team Members 2 & 4	Late Feb. 2014
8. Set a schedule and strategy for building & maintenance	<ul style="list-style-type: none"> • Principal • Teachers (if classes will visit the garden) • Parent/community volunteers 	All Team Members	March 2014

9. Build garden site	<ul style="list-style-type: none"> • Classes • Farmers/Master Gardeners • Parent/community volunteers 	All Team Members	April 2014
10. Check in with garden participants/volunteers throughout season	<ul style="list-style-type: none"> • Email communications 	Team Member 1	April-Nov. 2014

4. BARRIERS:

What roadblocks might you need to overcome to accomplish this goal? This may be based on your school's readiness assessment, ideas from today's workshops or Toolkit, or other ideas you brainstorm. Identifying potential barriers now may help to avoid or be ready for them if they arise.

- Lack of good garden space
- Concern about using food from garden in cafeteria

5. EVALUATION:

How will you define success, and identify what worked and what didn't?

- A garden is planted and food is harvested from it in 2014!
- A survey will be sent to all team members, participants and volunteers at the end of the season.

6. SUSTAINABILITY:

How will you help this project or activity continue into the future to have lasting impact and progress toward your vision?

- Lots of different people (teachers, parents, students, etc) will be invited to join the team, ensuring they have a stake and an interest in the project.
- Good equipment will be purchased or donated that will last.

7. CELEBRATION:

What will you do to recognize your success, which also helps to build excitement and support for future projects?

- A harvest event will be hosted in October during Farm to School month.
- Thank you notes will be sent to all participants and volunteers.
- A presentation may be made to the Board of Education at the end of the season.