Action Planning
Part II – Analysis and Action

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What is an Action Plan?

- **A Plan To achieve a Goal**

- **An Action Plan**
  - **Identifies Action Steps**
  - **Assigns Deadlines**
  - **Assigns Responsibility**

What is an Action Plan?

- **An Action Plan should also:**

  - **Identify Potential Problems & Opportunities**

  - **Include Preventive Action (Facilitative Action)**

  - **Provide Contingent Actions**

  - **Alarms to trigger Contingent Actions**

Action Planning Process

State the End Result Succinctly

Specify the Action Steps

Identify Potential Problems/
Opportunities

Determine Likely Cause(s)

Develop Preventive/Facilitative
Actions

Design Contingent Actions

Build in Contingency Alarms

Implement the Plan

State the End Result
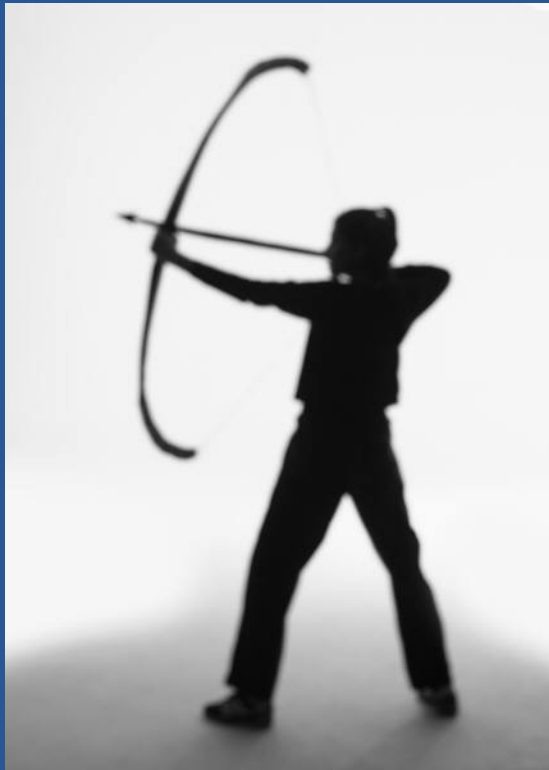
State as a SMART Goal

What is a Goal?

A Desired End Result

Provides Visibility

    What to accomplish

    Where it will occur

    When it will be done

Goal Setting Guidelines

S M A R T Goal

Specific

Measurable

Action-Oriented

Realistic

Time-Bound

Specify the Action Steps

- **C→B→A approach**
- **Once you know the goal, ask:**
  - **What has to happen immediately prior for that result to occur?**
  - **How likely is that event or circumstance?**
- **Assign a Deadline**
- **Assign a Responsible Person**

Action Steps

Step 2. Specify Action Steps			
	Responsibility	Due Date	Critical?

Identify Potential Problems

Ask:

- **What could go wrong?**

- **What has happened in the past?**

- **What problems can be foreseen?**

Identify Potential Problems

Step 3. Potential Problems			Step 4. Likely Causes
	P	S	

Determine Likely Causes

- **What specific things would be likely to cause this effect?**

- **Experience**

- **Other people's input**
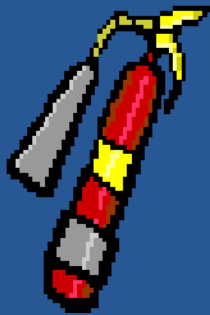
Identify Potential Problems

Step 3. Potential Problems			Step 4. Likely Causes
	P	S	

Design Effective Actions

- **Effective Actions for Future Problems/Opportunities**
  - **Preventive**
  - **Contingent**
  - **Facilitative**

ntingent vs. Preventive Action

- **Contingent Action**
  - **First thought**
  - **Most common**
- **Preventive Action**
  - **Prevent cause, prevent problem**

Contingency Planning

p 5. Preventative Actions	Step 6. Contingent Actions	Step 7. Contingency Alarm

uild in Contingency Alarms

- **Know When to take Which action**
  - **Occurrence of condition**
  - **Non-occurrence of condition**
  - **Triggers a Contingent Action (back up measure)**

Contingency Planning

Step 5. Preventative Actions	Step 6. Contingent Actions	**Step 7. Contingency Alarm**