

This document was produced by: Fit for Life Program [Kunnossa kaiken ikää (KKI) -ohjelma], Finland (partner in the SPACe EU project).



Urban Active Environment (UActive) Action plan template

Contents

1. Introduction

Write an introduction that gives an overall review of your UActive Action plan.

2. Background

Find authoritative sources of information and cover the most important issues.

- Target group profile
- Local environment promoting physical activity (infrastructure)
- Active everyday life (physical activity)
- Partners
- Situation analysis
 - Trends and habits

3. Guiding public policies

Are there some strategies, policies, programmes etc. in your country/community that are related to your Action Plan?

- Strategies
- Policies
- Programmes
- Plans
- Local Area Agreements

4. Vision and guiding principles

A vision is a clear, comprehensive “photograph” at some point in the future. It provides direction because it describes what needs to be like, to be successful within the future. Guiding principles are ideas that give guidance in circumstances even if goals change and work changes.

5. Action Plan Template

You can use this Action Plan Template to identify specific steps you need to take in order to achieve the goals outlined in your plan. You can add as many goals and action steps as need for your Action Plan. Make sure your goals are SMART (specific, measurable, achievable, realistic and timed). Search the internet “SMART criteria” for more information.

Goal:

Set clearly defined goals which are realistic and achievable. Break tasks down in to steps/tasks. Break down any large steps into smaller components.

| | Action Step | Responsibility | Support | Time Frame | Necessary Resources | Media and communication | Evaluation |
|----|-------------------------------|-------------------------------------|--|--|---|--|--|
| | <i>What needs to be done?</i> | <i>Who will complete this step?</i> | <i>For each action step, determine who will support the person responsible. This can be multiple people.</i> | <i>When should this step be completed?</i> | <i>What do you need (funding, time, people and materials) in order to complete this step?</i> | <i>What is a communication plan (internal with working group and external with target group)</i> | <i>How you will measure the success?</i> |
| 1. | | | | | | | |
| 2. | | | | | | | |
| 3. | | | | | | | |
| 4. | | | | | | | |

Progress notes:

Was this step successfully completed? Were any new steps identified in the process?



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