



Engagementworks

Community Engagement Basics

Session 9 – Video 6

Action Plan

Action Plan

Introduction

In this lesson we introduce and explain a template for collating all of the actions from the earlier templates.

This is a template that you will probably begin completing out of sequence because information about responsibilities, time and resources.

The most likely scenario is that you will populate this template alongside the others as you work through.

You will draw the actions, people and timeframes from earlier templates.

In addition you will need to give attention to resources.

Community engagement does have costs.

While it is easy to overlook people's time as a cost because they get paid anyway, there other resources that will add to the budget.

An example is tools. This was demonstrated in the lesson for template 6 where we showed costs for the different tool sets to be used.

In terms of the contents resourcing comes in this template, as well as the other data –

6. Resources needed to complete the engagement



Template 7 - Action Plan

This is a very simple template which is designed to bring together in one place all of the actions identified in the other templates.

It then provides a column for the resources needed for each identified action.

Action	Who	When	Resources required



Sticking with the Moeraki Engagement Plan we have collated actions and identified resources.

Don't get too hung up on the accuracy or completeness of the data used in the examples as they are intended to convey a sense of how to go about completing the templates and what they could look like when done. Having said that please feel free to use this information for your own purposes if it is useful and fit for purpose.

Action	Who	When	Resources required
Legal review to ensure compliance with the LGA	Corporate Policy Manager	Prior to any drafting	LGA
Time plan covering from now until November council meeting	Corporate Policy Manager	ASAP	Use existing software Liaison with District Secretariat
Analyse stakeholders	<ul style="list-style-type: none"> Corporate Policy Manager Policy team Departmental representatives 	Pre- 1 July	<ul style="list-style-type: none"> Meeting room Electronic whiteboard Data-show
Contact stakeholder groups	Corporate Policy Manager	Pre- 1 July	Policy team members
Create fact sheets	Communications Manager	Pre- 1 July	Fact sheets – budget \$3,000
Set up focus groups	Corporate Policy Manager	Pre- 1 July	<ul style="list-style-type: none"> Communications team Meeting facilities
Etc			

Conclusion

In this lesson we have used a template to collate the actions set out in the other templates. This ensures that the engagement plan is complete, people know what they are accountable for and things happen on time.

It is a “no surprises” type approach.

That brings us to an end of session 9.

You should now have all of the tools you need to create and implement an engagement plan.

Use the videos and lesson notes to help you step through the process as you go about undertaking a real project.

Thanks for watching the videos and reading the notes which we hope you have found helpful in your everyday work.

