**Developing your Action Plan**

You have now identified your goals for the Component. You have also brainstormed a range of different strategies for achieving your goals. In this section you will use this information to create an Action Plan and decide how it will be implemented.

**DISCUSSION**

**Discussion point: Selecting strategies for achieving your goals**

The next step is to weigh up your options and decide which strategies you will use in your service at this time. One way to do this is using the traffic light system below.

Look at the strategies you have generated to address your concerns and achieve your goals and colour code them according to the traffic light system. You will need to do this for the two previous discussion points:

- Brainstorm strengths in achieving your goals, possible concerns, and strategies to address these concerns.
- Brainstorm strategies for achieving your goals.

Review your list of ‘green’ and ‘amber’ strategies and select strategies that you will implement for each goal. How many strategies you select will depend on your individual service’s needs and resources at this time. Remember that you will have an opportunity to revisit this list after your first cycle of ‘Plan-Do-Review’.

**Creating your Goal Maps**

The Goal Maps will help you plan the implementation of strategies that you have selected to achieve each goal. Your KidsMatter Leadership Team and staff should work together to complete each Goal Map. This will involve addressing the following:

- **How** are you going to implement your strategies?
- **What** resources are needed?
- **Where** will implementation take place?
- **Who** will be involved?
- **Who** is responsible?
- **When** will your strategies be implemented?
- **When** will your goals and strategies be reviewed?
**Goal Map template**

Target Area: ____________________________________________

Goal: ____________________________________________

Strategy: ____________________________________________

What additional resources are needed to implement the strategy? ____________________________________________

Who will be involved in the implementation? What is their role/responsibility? ____________________________________________

When will it be implemented? ____________________________________________

Where will it be implemented? ____________________________________________

When will it be reviewed? (Short-term review date, for example, one month’s time) ____________________________________________

Longer term review date (for example, six months’ time) ____________________________________________

**Goal Map template**

Target Area: ____________________________________________

Goal: ____________________________________________

Strategy: ____________________________________________

What additional resources are needed to implement the strategy? ____________________________________________

Who will be involved in the implementation? What is their role/responsibility? ____________________________________________

When will it be implemented? ____________________________________________

Where will it be implemented? ____________________________________________

When will it be reviewed? (Short-term review date, for example, one month’s time) ____________________________________________

Longer term review date (for example, six months’ time) ____________________________________________
Creating your Action Plan

The Action Plan is a summary of all of your Goal Maps for the Component. You may like to use the table below to summarise all of your Goal Maps into an Action Plan for the Component. You could use these headings to design your own plan, or use the templates provided on the KidsMatter website: www.kidsmatter.edu.au.

<table>
<thead>
<tr>
<th>TARGET AREA</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GOAL</td>
<td></td>
</tr>
<tr>
<td>STRATEGY</td>
<td></td>
</tr>
<tr>
<td>RESOURCES</td>
<td></td>
</tr>
<tr>
<td>WHO IS INVOLVED/ RESPONSIBLE</td>
<td></td>
</tr>
<tr>
<td>WHEN</td>
<td></td>
</tr>
<tr>
<td>WHERE</td>
<td></td>
</tr>
<tr>
<td>REVIEW</td>
<td></td>
</tr>
</tbody>
</table>

**Summary**

By now you will have:

- decided which strategies you are going to use to achieve your goals

Now you are ready to start implementing your Action Plan.