



Action planning

To achieve the most from your action research project you will need to prepare an action plan. An action planning process and the final documentation answers questions like:

- What are we aiming to achieve?
- How will we achieve it?
- When will various activities be completed?
- Who will be responsible for making sure the activities are completed?
- How will we know when we have succeeded?

There are many different formats that you can use for your action plan. Most people seem to prefer some form of matrix. It is not only concise and easily available but it also indicates important relationships between the elements of the activities in the project.

Your action plan should include the following general details (maybe across the top of the document):

- project title
- overall purpose(s)/goals of your project—the differences you will make
- key indicators to demonstrate success.

Then for each of the four action research cycles you should include details of the following (maybe they could form the columns of your action plan matrix):

- timeline (at least in terms, maybe weeks in terms)
- anticipated outcomes
- key actions/activities
- who will be responsible for the actions/activities
- who/what resources will be used.

Remember, your plan is flexible and there will probably be changes from 2005 to 2006 and even during 2006.

You need to have your action plan completed by Week 9 of Term 3 2005.