

Action plan template

3 Describe how these **elements** will need to change for you to be successful. Try to indicate which can be prioritised and which may require longer term planning:



People



Processes & ways of working



Organisation



Information & technology

2 How will you know you are **successful**? Describe in your own words what success will look like



4 What **barriers** will you need to overcome?

5 Describe where the **changes** most need to happen.

Intelligence gathering -

Evidence gathering -

Taking action -

Outcomes -

7 How can you engage and influence these **stakeholders**?



High impact -

Low impact -

6 List the **stakeholders** that are crucial to your success



High impact -

Low impact -

8 Based on who your stakeholders are and how ready they are to help you, what **activities** will be key to your success?

Leadership



"People need leaders to set the tone for change"

How will you engage leaders and let them sponsor?

Engagement



"People need a positive experience to embrace change"

How will you engage people?

Skills & behaviour



"People need support to change"

How will you remove barriers and encourage behaviour?

Start here

Finish