# Action plan template for your school’s community hub

What is the focus of your activity?

What do you hope you will achieve from the activity?

How will you measure the success of your activity? (e.g. is it number of people participating, a change in something in the school or wider community?).

## Plan

Organise and map your activity or event.

| Activity or event details | Who? | By when? | What is needed (supplies)? | Barriers | Solutions |
| --- | --- | --- | --- | --- | --- |
| Task 1 |  |  |  |  |  |
| Task 2 |  |  |  |  |  |
| Task 3 |  |  |  |  |  |

## Do

Take action.

| Action details | What did you do? |
| --- | --- |
| Task 1 |  |
| Task 2 |  |
| Task 3 |  |

## Share

Tell people what you did. Celebrate together.

| Celebrate details | How did you share?  |
| --- | --- |
| Task 1 |  |
| Task 2 |  |
| Task 3 |  |