

T23**Contents of an Action Plan**

Summary: This tool lists the main points to cover in a CLUES action plan. Examples, including tables of contents, a timeline and an itemised budget for the implementation of works, provide an overview of the structure of such a document. These recommendations and examples help you structure your own action plan.

Application Within the Planning Process:

Step 6: Development of an Action Plan

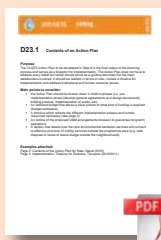
Related Tools:

- T24** Sample Operation and Maintenance Documents
- T25** Funding Opportunities
- T29** Project Management

Purpose The local area action plan to be developed in step 6 is the final output of the planning process and serves as a blueprint for implementation. This tool aims to provide an overview of the main points to consider in an action plan. It includes two exemplary tables of content which give you an idea on how to structure such a document. The tool also includes an example of a timeline for implementation and the corresponding itemised implementation budget.

How to use this tool? Since action plans differ a lot from case to case, no template can be provided here. **Document D23.1** rather describes the main points to consider in an action plan and includes case study examples which you can use as sources of inspiration. The outlines of the action plans from the case studies in Nala (Nepal) and Dodoma (Tanzania) are presented. Besides these tables of content, the implementation timeline and an itemised implementation budget from the case study in Nala are shown.

Tool T29 includes references on how to set up project timetables. Guidance on operation and maintenance plans, which should be included in the action plan, is given in **T24**. For information on funding opportunities see **T25**.

Resources**Document D23.1:**

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[D23.1.pdf](#)