**Develop an action plan/strategic plan**

An action plan can also be called a strategic plan. It is a written document that is developed by the coalition members describing the strategies and activities that will be used to achieve the goals and objectives of the coalition. Action plan should be developed within the first six months to one year of developing a coalition and it should consist of action steps that will bring about a change in the community. A good action plan should be specific, current and contain adequate details.

**Each action step should include information on the following**

* What actions or changes will occur – These are the actions or changes that will occur.
* Who will carry out these changes- These are the doers of the activities.
* Timeline – This is the duration of the activity. For example, March 2017 – September 2017.
* Resources- These are the resources that are required to conduct the activities such as monetary, time, staff.
* Communication- Who should know what.

**Writing an action plan**

* **Involve coalition members: Establish a timeline for coalition members to meet and develop a detailed action plan.**
* **Identify individuals, organizations and sectors of the community that should be involved in addressing the problem and improving the health outcome of community members.**
* **State the objectives and the goals of the coalitions**
* **Develop an action plan composed of action steps that will lead to the proposed change.**
* **Review the action plan carefully and check for completeness.**
* **Celebrate a job well done.**

<http://ctb.ku.edu/en>

<http://archived.naccho.org/topics/HPDP/tobacco/upload/Tobacco-Prevention-Learners-Guide.pdf>