IMPLEMENTATION TOOLKIT
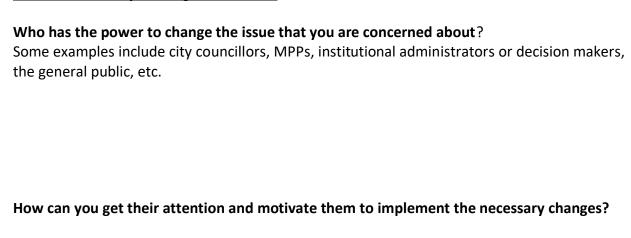
Now that you have chosen an Action Area, it is time to develop an action plan.

First, think about your target audience:

Who has the power to change the issue that you are concerned about?
Some examples include city councillors, MPPs, institutional administrators or decision makers, the general public, etc.

How can you get their attention and motivate them to implement the necessary changes?

Given your target audience and your objectives, skills, knowledge, relationships, and resources:

What type of tactic(s) would be the best fit?
Please see the following section of the toolkit for some possible ideas and guides to follow.

For the tactics you are considering what research or skills might you still be missing?
- Can you develop them on your own? For example, through training opportunities?
- Can you connect with anyone who is already knowledgeable and skilled in these areas?

Start thinking about the process of implementing your selected tactic(s):

Now, let's break down the tactic into smaller tasks, or actions that each have an actor and a knowable timeline. For each task, write down the person responsible for completing it as well as an estimation of how long it will take.

Task #1:
- **Description:**

- **Actor:**

- **Timeline:**

Task #2:
- **Description:**

- **Actor:**

- **Timeline:**

Task #3:
- **Description:**

- **Actor:**

- **Timeline:**

Before we finish, consider the potential barriers to success:
- What are some obstacles or challenges that you might face?
- Where might you encounter resistance?
- What are some strategies that you can use to overcome them?
- Who can you ask for help?

Now, consider your goals and how to evaluate your progress:
- What does success look like?
- At what points can you measure and reflect on your success?

Finally, post your plans on the website to let others know what you're working on!