



STEP 3: TOOLS AND RESOURCES

# ACTION PLAN TEMPLATE

Once you choose the activities you want to organize, based on your assets and needs evaluation, your intramural committee can use this template to plan events, activities, or a whole-year program. Remember to brainstorm big, but start small with plans that are based on the assets you have as a group, and considering your group's familiarity with the activities. Don't worry if you cannot do everything that you planned. That happens! The things you are unable to accomplish this time can become part of a future action plan, and they should be addressed or explained in Step 4 as you monitor your progress using a Reflection Tool.

The template below includes all components of an ideal action plan. Use this template as is, add more rows, or revise the columns to meet your needs.

What	Who / How
Target audience	
Type of intramural	
Format of activity	
Activity name	
Activity description	
Date(s) of the activity	
Location of the activity	
Time of activity	
Roles and responsibilities <i>(tasks and names)</i>	



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What	Who / How
Resources and materials <i>(supplies, equipment)</i>	
Set-up requirements	
Supervision and safety requirements <i>(type, number of staff and student leaders)</i>	
Promotion and advertising	
Monitoring strategy	
Recognition and acknowledgement	
Alternative Plan	
Other	