"Project action plan" template (1/2)

Members of the working group

Possible obstacles to overcome

Resources at your disposal

Key steps

"Project action plan" template (2/2)

Project manager : ....

What	Who	Which is role*	When	Deliverables

*Roles : spokesperson, project manager, partnership manager...
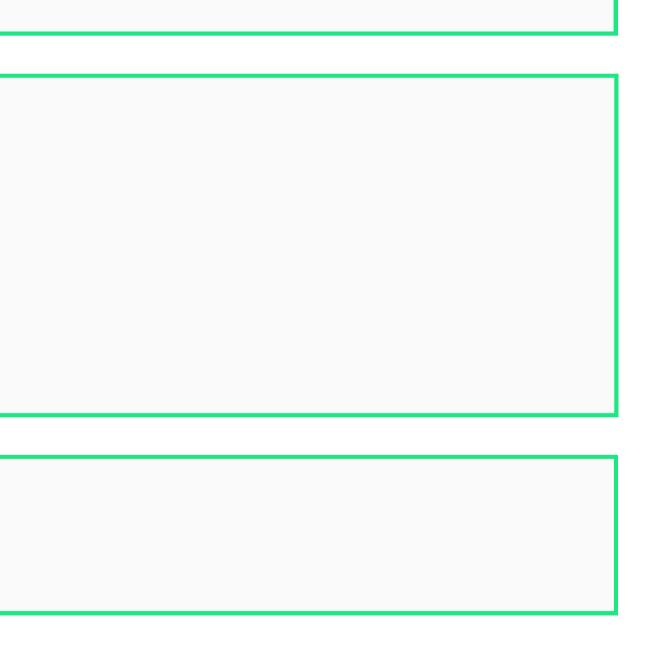
"Action to be taken" template (1/2)
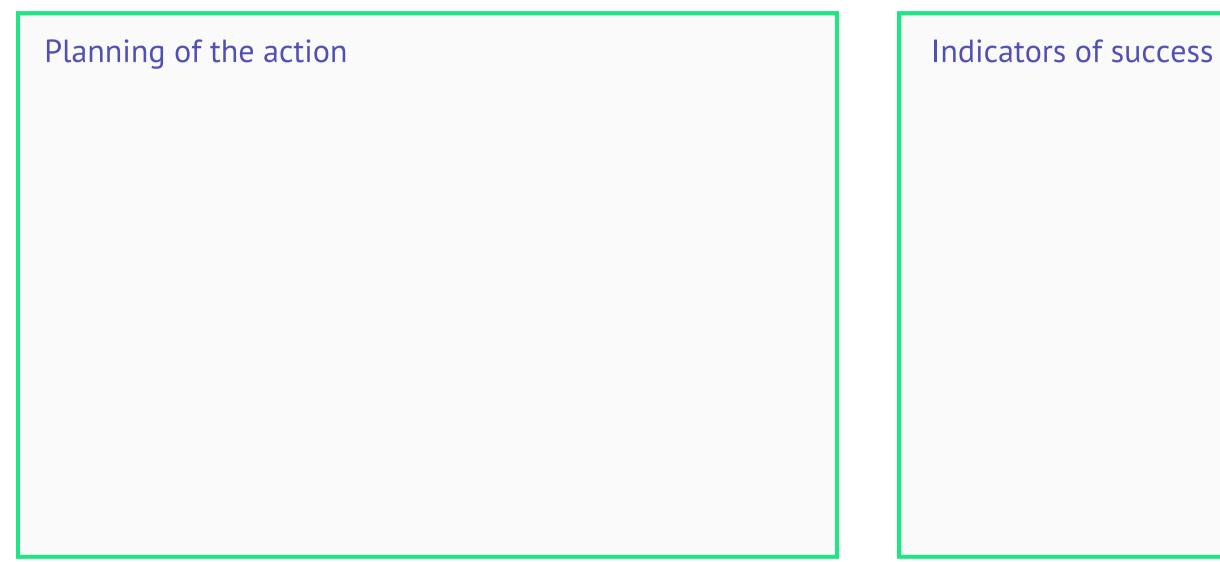
Description of the action

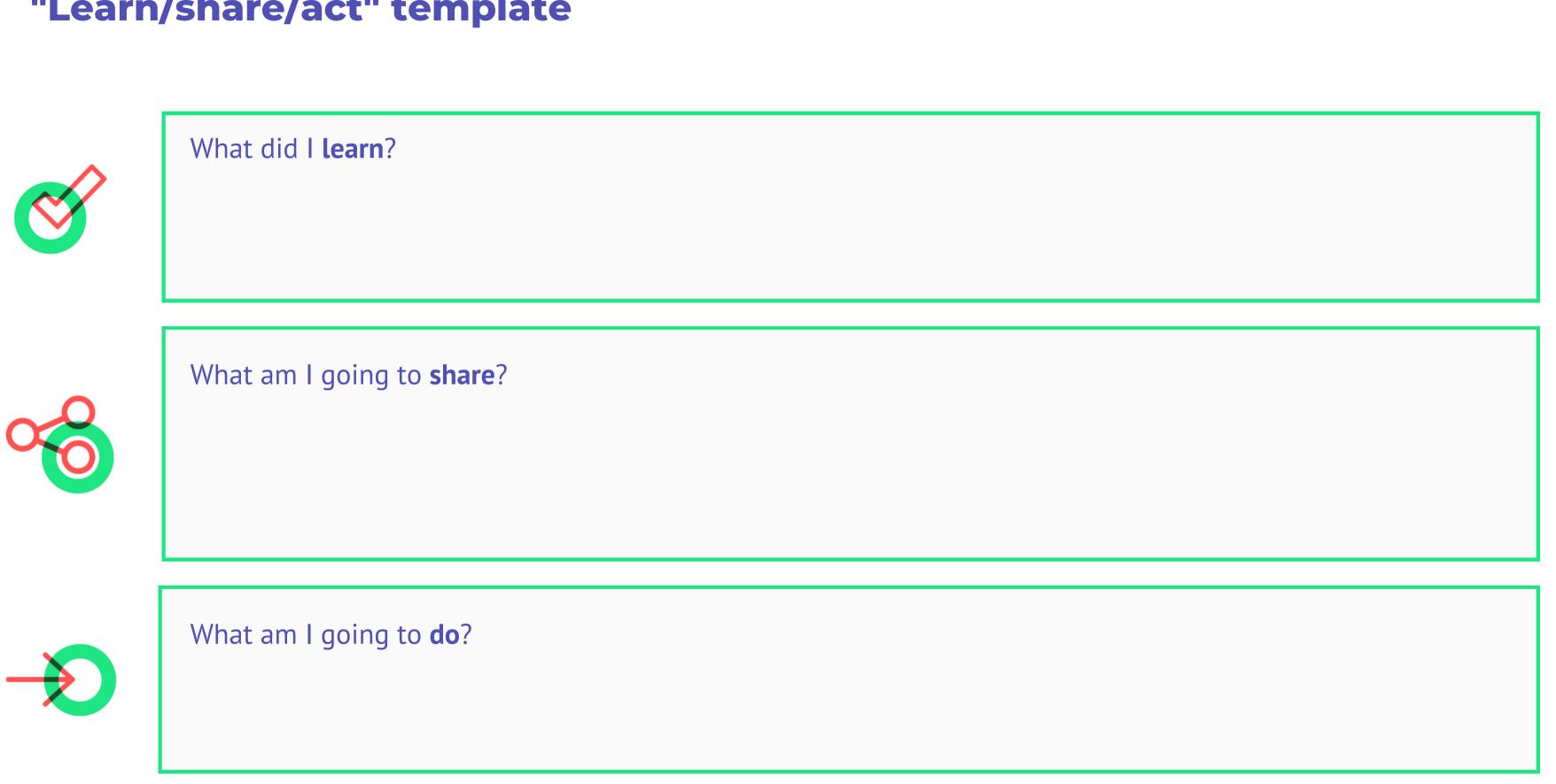## Persons involved

Deliverables

Resources (budget/time/skills)

"Action to be taken" template (2/2)

Planning of the action

Indicators of success

The 1st thing to do to launch this action

"Learn/share/act" template

What did I **learn**?

What am I going to **share**?

What am I going to **do**?

"Glad/Sad/Mad" template

😄 Glad
What I liked

🙁 Sad
What disappointed me

😣 Mad
What made me angry