

Workplan Template

The workplan template may be used by the Neighbourhood Action Team to help develop a timeline to create the Neighbourhood Action Plan. The workplan template can help you get organized, stay focused and meet agreed upon deadlines so that volunteers stay committed and fully engaged in the Neighbourhood Action Plan process. You'll want to think about key tasks, responsibilities, resources and deadlines. Once the workplan is complete, make copies for all members and post in a clearly visible location during meetings, so that members can monitor their progress.

Sample tasks/meetings/major milestones from the Neighbourhood Action Plan guide are provided in the table below as a starting point. Remember to make it your own by capturing all the milestones that are important to you.

What are the key tasks/meetings/milestones to be completed?	Who will do them?	What resources are needed?	When do they need to get done?
Describe each task/activity.	Identify at least one specific person to take the lead and any others who will help.	Think about people and costs.	Set a specific target or deadline date.
Recruit Neighbourhood Action Team members			
Host first Neighbourhood Action Team meeting			
Neighbourhood Action Team meetings (need to select frequency – weekly, monthly, etc.)			
Develop workplan			
Develop communications plan			
Refine neighbourhood asset map			
Draft neighbourhood vision			
Draft goals and objectives			
Draft actions			
Consult with neighbourhood to refine draft vision, goals, objectives and actions			
Develop an implementation plan			
Develop a plan to measure progress			
Seek endorsement from the neighbourhood to finalize the Neighbourhood Action Plan			
Share Neighbourhood Action Plan with Council and other key partners			