# ACTION PLAN for Professional Units

**Introduction**

An **action plan** for your Professional Unit is essential. It should answer the following questions:

* What are you going to achieve this year? These are your **Objectives**
* What will you do to meet your objectives? These are your **projects** or **activities**
* What are the specific things you will do on each project or activity? These are the **tasks**
* *Who* will do the tasks? *When* will they do them? *How* will they do them? *What* do they need? These are **responsibilities**, **timeline** and  **resources**
* How will you communicate your achievements? This is the **communications plan**
* How will you know you have succeeded? These are the **measures of success**

When you implement your Action Plan, you should constantly monitor and report back on your progress. We recommend that you report on progress at least monthly to your Section Standing Committee, and quarterly to your Members, Division Chair and IFLA Headquarters.

You Action Plan should be done within the context of the new IFLA Strategic Plan and the IFLA Key Initiatives 2015-16. These are available at: <http://www.ifla.org/node/9878>

**Getting started**

**Name of Professional Unit:**

**Objectives of Professional Unit/Strategic Programme Committee 2015-16: (***We recommend a minimum of 1 and a maximum of 5. Please state how each contributes to the IFLA Strategic Plan and, most importantly, the Key Initiatives 2015-16)*

1. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
2. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
3. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
4. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*
5. *Objective and contribution to the IFLA Strategic Plan/Key Initiatives*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Objectives  *What do you want to achieve? Use your list above* | Project or activity  *What project or activity are you going to do?* | Main tasks  *What are the specific things you need to do?* | Responsibilities and timeline  *Who will do them and by when?* | Resources  *Do you need specific skills, money or technology?* | Communications  *How will you communicate your achievements? To whom? By when?* | Measures of success  *How will you show the impact of your work?* | Progress  *Report here the progress of your work, at least every month* |
| 1. |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |
| 5. |  |  |  |  |  |  |  |

**Next steps**

Please send your completed Action Plan to Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)) and Division Chair by 30th October 2015.

**Questions?**

If you have questions or would like help with your Action Plan, please contact Joanne Yeomans ([joanne.yeomans@ifla.org](mailto:joanne.yeomans@ifla.org)). We’re ready to help.