

Building an Action Plan Task Force

Objective: Brainstorm a plan for forming a planning structure task force in your community.

Activity Instructions:

- 1) Brainstorm your task force.**
 - a) Consider the prompt questions on your Activity Worksheet to brainstorm a plan for forming a planning structure task force in your community.
- 2) Record any next steps or actions you can take after this activity.**

Activity Worksheet: Building an Action Plan Task Force

1) Identify key objectives.

- a) What are the objectives your task force needs to achieve?

- b) What are the milestones or deliverables that need to be completed to achieve your objectives?

2) List key stakeholders.

- a) Develop a list of your ideal task force members. Consider diversity in skills, experience, and who they represent within the community.

3) Select task force members.

- a) What criteria will you use to select task force members and finalize your list?

- b) Does your list of stakeholders offer diverse perspectives? What are the groups or voices that the stakeholders represent?

- c) How do the stakeholders reflect your community's guiding principles?

4) Determine roles.

- a) What roles are necessary to meet these objectives?

- b) What people/organizations are needed to fill those roles?

- c) What expertise is needed within the task force?

- d) How many people do you need for your task force?

- e) Who will manage day-to-day activities and timelines?

- f) Who will lead the task force?

5) Record any next steps or actions you can take after this activity.