

Action Plans for Age Friendly Cities

Action Plans (per AARP/WHO)

The Format

The action plan is an actual document, presented with the following elements:

1. Cover page
2. Executivesummaryorletterfromthestateorcommunity'stopelectedofficial
3. The table of contents
4. A community profile
5. An introduction to the plan
6. An explanation of how the plan was developed
7. Information about who was involved in the development of the plan
8. Information about who will manage the implementation of the plan
9. Other information that is important to the plan
10. The action plan
11. Appendices and supporting documentation

The Content

While there is flexibility in how a plan is created and what it will do, every action plan should include the following:

- 1) A statement of what must be achieved (aka: the goals or output)
- 2) Activities that have to be followed to reach the objective or goal
- 3) The target date for completion and/or a schedule for when each activity
- 4) Identification of the group or individual responsible for each activity
- 5) Clarification of the inputs or resources for completing the task
- 6) Identification of the indicators that will allow for measuring progress toward the goals