



The AARP Network of Age-Friendly Communities

AARP[®]
Real Possibilities

LIVABLE COMMUNITIES
Great Places for All AgesSM



Action planning is the
planning that guides your
day-to-day work.



What Needs to be in Place

1. A clear vision – towards an age friendly community
2. A set of values – including the voice of the 50+
3. The strategic framework – the eight domains of livability for planning
4. An overall goal - people of all ages can actively participate in community activities; be treated with respect, regardless of their age; remain healthy and active; and receive appropriate support if they can no longer look after themselves.

Elements of An Action Plan

1. Statement of what must be achieved – the goal or output
2. Activities that have to be followed to reach the objective or goal
3. Target date for completion or schedule for when each activity must begin/end
4. Identification of the organization/individual who will be responsible for each activity
5. Clarification of the inputs/resources needed to complete the task
6. Identification of indicators which will allow for measurement of progress towards the goals



Sample Action Plan Format [Community Name]

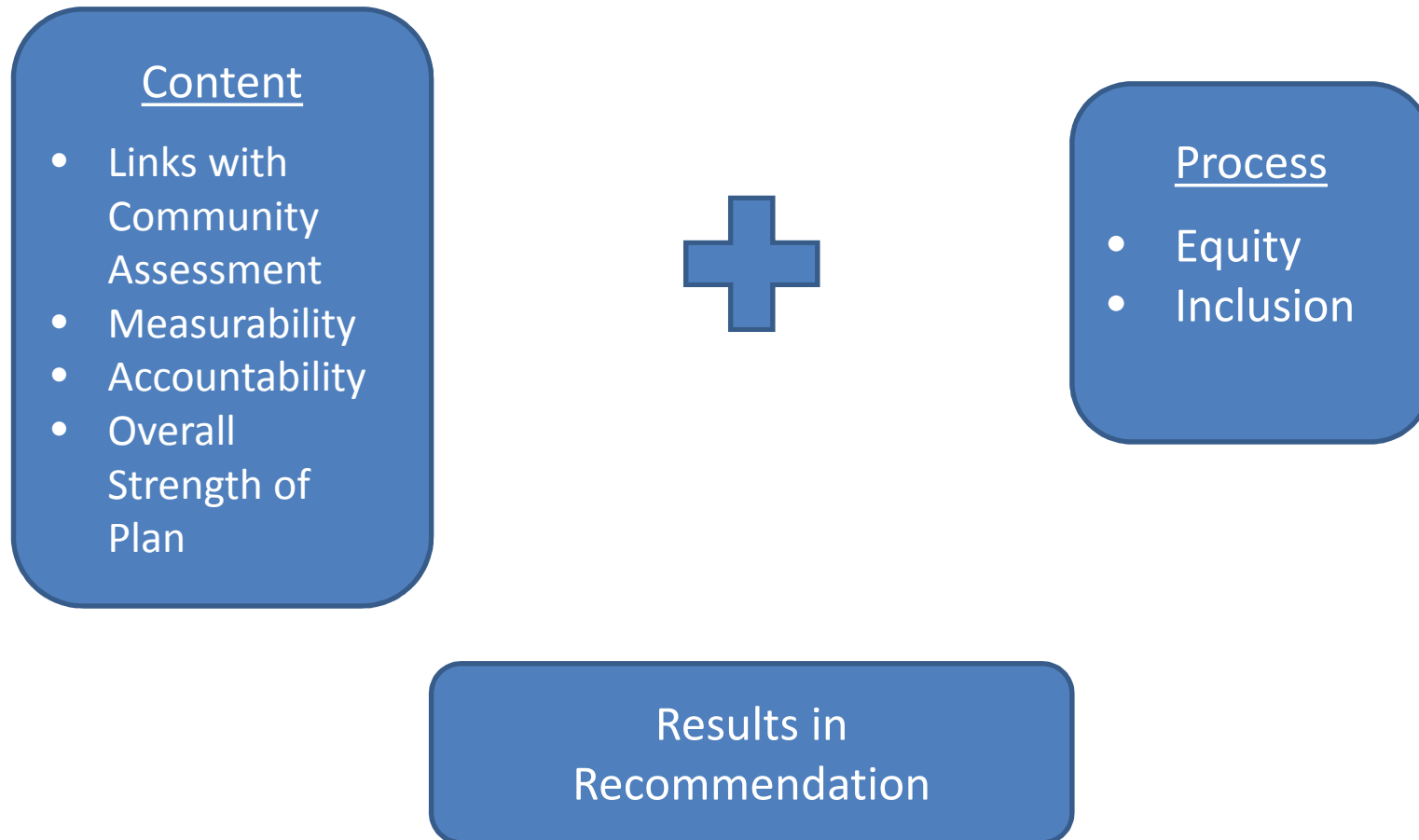
Domain Name: *Communication and Information*

Goal: *To ensure community elders have access to information about key services*

Collaborating Organization(s) *Senior Services, Library* Group(s): *Youth Organizations, Business Associations*

Activities	By Whom	By When	Resources and Support Available/Needed		Potential Barriers or Resistance	Communication Plan for Implementation	Metrics
What needs to be done?	Who will be responsible for the task completion?	By what date will the action be done?	Resources Available	Resources Needed (financial, human, political, and other)	What individuals and organizations might resist? How?	What individuals and organizations should be informed about/involved with these tasks?	What indicators have been identified to measure progress?
Step 1: <i>Develop and promote an online Seniors Information Portal</i>	<i>Senior Services</i>	<i>10/1/2015</i>		<i>Web developer, Mechanism to capture information and update portal</i>		<i>Community organizations, city agencies providing services, libraries, Media</i>	<i>Portal Launch; number of hits to portal; feedback from users</i>
Step 2: <i>Develop and promote computer training for Seniors</i>	<i>Library staff, Mentor –Up</i>	<i>10/1/2015 launch and ongoing promotion and offering thereafter</i>	<i>Youth organizations to support training program</i>	<i>Access to computers, training tools</i>		<i>Community and youth organizations, high schools, local businesses with volunteer interests, media</i>	<i>Number of training sessions provided, number of participants</i>
Step 3: By							
Step 4: By							

AARP's Action Plan Review Process



Pulling it All Together

1. Cover page
2. Executive summary / Letter from your Mayor or County Executive
3. Table of Contents
4. Community Profile
5. Introduction to the plan
 1. How the plan was developed
 2. Who was involved in the development of the plan
 3. Who will manage the implementation of the plan
 4. Other information that is important to the plan
6. Action plan
7. Appendices and supporting documentation.

