

**Step 4 — Worksheet 5.4 Checklist for action planning**

Policy change occurs when a number of factors come together at the right time, with the right people. You can set the stage by being aware of these factors and trying to bring as many as possible into play.

| Key Factor   | Do we have this? | If no, what can we do to get it?<br><i>See Section 6 for possible strategies</i> |
|--|------------------|--|
| <b>Supporting information</b>  |                  |  |
| Important research   |                  |  |
| Recent reports and documents   |                  |  |
| Examples of successful policies or guidelines                            |                  |  |
| <b>Timing</b>  |                  |  |
| Interest in issue from person with authority                             |                  |  |
| Political opportunity —election, public hearings, Royal Commission, etc. |                  |  |
| Perception of issue as a crisis  |                  |  |
| General consensus that change is needed                                  |                  |  |
| People have started talking about the issue                              |                  |  |
| <b>Organization</b>  |                  |  |
| Links between stakeholders   |                  |  |
| Positive connections between interested groups                           |                  |  |
| Influential group is involved  |                  |  |
| Interested groups have sufficient resources                              |                  |  |
| Interested groups have motivation and energy                             |                  |  |
| Interested groups are open-minded and flexible                           |                  |  |
| Advocates are working together and agree on actions to take              |                  |  |
| <b>Message</b>   |                  |  |
| Agenda for action is clear   |                  |  |
| Messages are clear   |                  |  |
| Issue can be presented as a story  |                  |  |

**Worksheet 5.5 Making an action plan**

| <b>Action Plan Template</b> |                        |                               |                 |
|-----------------------------|------------------------|-------------------------------|-----------------|
| Issue                       |                        |                               |                 |
| Goal                        |                        |                               |                 |
| Partners                    |                        |                               |                 |
| <b>First Step</b>           |                        |                               |                 |
| Action planned              |                        |                               |                 |
| Tasks                       | Who will do each task? | Resources and supports needed | Completion date |
| <b>What's next?</b>         |                        |                               |                 |
| Action planned              |                        |                               |                 |
| Tasks                       | Who will do each task? | Resources and supports needed | Completion date |