



TSF Action Plan Development Guide

Orientation

The purpose of this document is for TSF Implementation Teams to take the information from their virtual community vision board and develop a highly detailed sequence of actions, along with the required resources to achieve the short- and long-term goals of the plan. This document is used by TSF Implementation Teams to accomplish stage four of PaTTAN’s TSF.

Process and Requirements

By successfully hosting a TSF community action planning event, your team now has a community generated virtual vision board. Within that vision board, there now exists at least one long term goal as well as one or more short term goals. Your community has likely also included resources that currently exist and/or those that will need to be obtained in order for these long- and short-term goals to be accomplished.

The information on your virtual vision board serves as a starting point that will need to be further refined to have the level of detail required for implementation to occur. Over the following pages of this document, your team will draw upon the virtual vision board and the collective expertise of the group to identify a sequence of actions that will need to be taken to accomplish the communities' stated goals. Each action will have its own responsible parties, timeline, required resources, potential barriers / challenges to implementation and desired outputs. Your team will be required to discuss and provide details for each of these critical aspects of the action plan.

**As needed, create copies of the table on page 2 for each goal. Add rows to each table as needed for additional action steps.**

