**Background**

Explain the context and the problem.

**STEP 1: Define Your Goal**

Determining the general goal of your plan is the first step. A goal is the result that you want to achieve.

This goal is reasonable and achievable, bearing in mind the constraints (time, money, human resources, etc.)

* **Insert goal:**

**STEP 2: Detail Your Objectives**

Your goal should be divided into different objectives that will directly contribute to its success. These objectives are smaller steps to overcome in order to reach your goal. They should be clear, specific and limited in number.

**STEP 3: Identify the Activities and Their Timeline**

Activities: For each objective, think of concrete activities that will allow them to achieve their goal

**STEP 4: Identify Your Partners**

Collaborating with other people/groups/organizations/establishments/etc. Is often essential to achieve these objectives.

**STEP 5: Identify Your Criteria for Success or Performance Indicators**

Reflect on how you can confirm that you achieved your goals. To do this, it is important to develop some simple, measurable and quantifiable indicators.

* Email responses written in French

**STEP 6: Make an Account of the Execution of Your Plan**

This step allows you to complete the picture and answer the question “Did you achieve your goal?”

**Example**

Marco’s Action Plan:

Problem

Goal

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Objectives