



Tool

Action Plan

Action Plan

Certainly you all have gone through this experience: good ideas have been developed and agreed on, however neither followed-up or implemented.

One of the reasons for this situation was that no clear agreements for implementation were made. Experience also showed, that keeping in mind some basic rules when preparing for the implementation of any program can make a big difference! A simple tool for "Action Planning" can help facilitate in taking the necessary steps from planning to action.

When planning for the implementation of tsunami early warning at local level, we recommend to use the "Checklist" as a tool to identify corresponding areas for action, determine priorities and define objectives.



Checklist - a tool for assessment, planning and monitoring when implementing a tsunami early warning at local level. "Tsunami-Kit" - GTZ IS, March 2010



Once you have agreed on activities for implementation, make sure that there are clear arrangements for implementation. For this purpose, fill in the "Action Plan" matrix together with those who will be involved in the implementation.

For the proper use of the "Action Plan", please consider:

Objectives describe the aims to be achieved by all stakeholders in a clear and transparent way. We recommend to use the "Checklist" and refer to the defined objectives within each key component.

Actions describe the measures you are planning to implement. In using the "Checklist", you should work on the questions in each key component and then translate them into activities.

When developing Action Plan
be sure to:

- Develop the necessary **procedures and actions**. (What to do, and in what way?)
- Assign specific persons **responsible** for objectives and important activities. (Who is responsible for what?)
- Establish clear and realistic **timeframe**. (What to do, by when?)
- Identify **resources** needed and its **sources**. (What resources, and who provides the necessary resources?)
- Define the desired **results**. (What to be achieved, by when?)

When follow-up Action Plan
be sure to:

- Follow-up by **checking the results**. (What progress was achieved by the set deadlines?)
- Evaluate the action and **monitor implementation**. (Were the objectives achieved? Why? Why not?)
- **Communicate and reward** results
- Do a yearly **assessment** of the progress to identify further opportunities and check that implemented measures have been sustained. (Have we continued to maintain our agreed standards?)
- Establish **new targets**. (Can further improvements to the Early Warning System be made?)





Action Plan Matrix

With example

Action Plan					
Objective	Actions to be taken	Necessary Resources	Priority	Responsible Person	Time schedule
Tsunami Hazard Identified	Research about available information on tsunami (intensity, frequency and probability) and maps by national institutions	Internet access, telephone (provided by Lurah office)	High	Pak Taufiq (BPBD) To be contacted: BPPT, ITB, LIPI, BAKOSURTANAL,....	2 weeks (till 15.3.2009)
	Collect local descriptions about historic tsunamis	Involve students <i>example</i> (Agreement with university)	Medium	Ibu Lastri (University) To be involved: Local expert, community leader, ...	1 month (till 1.4.2009)
	Develop Hazard Map for district level	Base Maps, Access to GIS (by BAPPEDA) Expert from National Institution (check with LIPI)	High	Pak Budi (BPBD) To be involved: Local expert, BAPPEDA, BNPB, community leader, ...	3 month (till 1.7.2097)

