



Information Sheet

Developing an Action Plan

It is recommended that an Action Plan is completed once a Terms of Reference is endorsed by Network members. The Action Plan guides the Network's purpose and direction identifying key actions towards improving outcomes for local children and their families. Action Plans can be renewed annually to provide direction and focus.

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Is the plan reasonable and achievable?

Who will be responsible for the outcomes?

An Action Plan should be reviewed regularly with Network members to ensure that it remains current, reflects the needs of the community and the purpose of the Network.

The [Action Plan template](#) is designed to support an Early Years Network develop an Action Plan. The suggested headings and content are not intended to be prescriptive but are proposed as a guide. There is also an Action Plan Sample to provide ideas about projects and activities which might be suitable in your region.

Remember when setting KPIs and outcomes to use the SMART principles. Your goals should be:

Specific

Measurable

Achievable

Realistic

Time-bound

For example, a goal might be “to improve the physical development skills of children”. A SMART goal would be “to see a 10% increase in the physical development index for our region by 2024, through the use of increased physical activity programs and enhanced physical development knowledge programs with parents”.

More information

To find out more about Early Years Networks, please visit our website or contact:

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