

Community Action Plan

1. Title of the Community Action Plan

Example: Community Health Awareness Campaign

2. Purpose of the Action Plan

State the purpose of the community action plan.

Example:

To promote health awareness in the community, reduce the spread of disease, and improve the overall well-being of community members.

3. Goals and Objectives

Set SMART goals for the plan.

Example:

- Increase health awareness among 80% of community members in 6 months.
- Provide free health check-ups to 200 residents.
- Launch a campaign to reduce smoking rates in the community.

4. Action Steps

Detail the steps to achieve these objectives.

Task/Activity	Responsibility	Timeline/Deadline	Resources Required	Status
Launch health awareness workshop	Health Officers	December 10, 2024	Community center, guest speakers	Not Started

Provide free health check-ups	Local Health Clinic	January 15, 2025	Medical supplies, volunteer doctors	In Progress
Anti-smoking campaign	Community Leaders	February 20, 2025	Awareness materials, funding	Not Started

5. Roles and Responsibilities

Clearly define roles.

- **Community Leader:** Provides direction and manages execution.
- **Local Health Officers:** Facilitate health check-ups and workshops.
- **Volunteers:** Support with community events and data collection.

6. Timeline and Milestones

Provide a timeline of major events.

- **Month 1:** Launch health awareness campaign.
- **Month 2:** Conduct first health check-up for residents.
- **Month 3:** Review progress and adjust the plan.

7. Resource Allocation

List the resources required.

- **Human Resources:** Community leaders, Health officers, Volunteers.
- **Financial Resources:** Funding from sponsors or government grants.
- **Tools/Equipment:** Educational materials, medical supplies, transport.

8. Risk Assessment and Mitigation

Identify potential risks.

Example:

- **Risk:** Low community participation.
- **Mitigation:** Provide incentives such as free wellness kits

9. Monitoring and Evaluation

Define how to track success.

- **Tracking Method:** Monthly community participation and event reports.
- **KPIs:** Number of participants, increase in health check-ups.

10. Sign-Off and Approval

- **Community Leader:** [Signature/Date]
- **Local Health Official:** [Signature/Date]