ACTION Plan: Champions

**What is an Action Plan?**

An action plan is a document that lists the steps needed to achieve project goals and objectives. It will help clarify resources needed to reach those goals, it prepares timeline for the tasks or action items and determines what team members you’ll need.

An action plan documents the execution and is a detailed list of the work that must be done to complete the goal (task), including the action steps that are involved in getting from the start of the to the finish.

An action plan answers the who, what and when of what you’re proposing. Those questions are answered by the various components that make up an action plan.

**Action Plan:** is just a tool to help you determine which tasks you need to complete and in what order. Use the APT-Sepsis action plan template to outline the goal and resources needed to complete. The action plan steps details what will happen, and the more detail, the better. You may need a separate action plan for each clinical area.

**What does this mean for me as a Champion?**

Together with other Champions in your facility you will work as a team to establish an action plan of how to implement the APT-Sepsis programme activities in your facility and decide who will work on those tasks.

Working together you can support each other to ensure the programme is implemented well across all areas and assist each other to deliver the goals. Developing both a training and communication strategy in order to overcome any barriers.

Encourage others who might like to learn more to engage with the process. Speak with your local management and Quality improvement teams regularly.

**How to write an action plan:**

To write an action plan, start by defining your project’s overarching goal, then break your goal down into smaller tasks, assign responsibilities, and set timelines for each task. Regularly monitor progress, and adjust the plan as needed.

**Action plan tasks**:

Clearly state the objective you want to achieve. Together as a team each Facility Champion group will develop a goal based on the APT-Sepsis Programme. Break down your goal into smaller, manageable tasks that are necessary to achieve the overall objective. Below is a list of examples but you may wish to break them down further and add more to ensure your local plan is implemented.

* FAST-M supplies: How to ensure they are available, distributed and are being used effectively
* Handwashing materials: Ensure each clinical area has the appropriate resources. E.g. Check sinks daily, identify supply routes and work with the local team to ensure they are available.
* Posters: ensure they are in appropriate locations and remain in place. Who will do this each week?
* Pharmacy: supplies of antibiotics, identify who can support this and ensure supplies are ordered in a timely manner and stocks are available.
* Training: How to identifying new staff members and who will train them? Will this be allocated by area? Or will each Champion take this activity on a rota?
* Communications: Do you need a regular meeting as Champions to share experiences and ensure activities are being implemented.
* Progress: How to communicate to others the impact the programme is having on your facility. Feedback dashboard information and share the Quarterly findings.

**Responsibility:** Decide who in the team will lead the activity, this does not mean they are solely responsible but they may be the best person with knowledge and experience to lead the activity with the support of others.

**Timelines:** Establish deadlines for each task, and determine the overall timeline for accomplishing the goal. Some action may take a long time to complete and need revisions which can be recorded on the plan. Show the full duration of the action plan and include their start and end dates.

**Resources:** Determine the resources required to complete each task, such as tools, equipment, and personnel anything needed to execute the action plan.

**Progress:** Once you start to execute the action plan, progress will be discussed at each quarterly meeting with the HUB team and any issues encountered discussed and make necessary adjustments to the action plan.