

# ANNEX Z: Action Plan Form

This tool is referenced in the [Program Implementation](#) section of Chapter 8: Manager Guidance and Tools.  
This sample Action Plan can be used during supervision visits, as well as for developing, conducting, and implementing program activities.

Activity	Target population	Required inputs, resources, approvals	Adolescent engagement	Monitoring activities & schedule	Time period	Impact/Outcome
Example: conduct ASRH training	Service providers at [insert name] clinic	Materials, staff time, approval from supervisors, venue fee, catering costs  Work with finance team to develop budget for costs	Contact youth working group about reviewing training curriculum and/or participating in the training	Conduct assessment of health facilities every three months  Look at facility registers to track uptake of ASRH services  Schedule refresher training at one-year mark	April – May : plan for training, gather support and approval, prepare materials and budget  Target date: June 2019	<ul style="list-style-type: none"><li>• Increased knowledge and skills among service providers</li><li>• Improved quality of services for adolescents</li><li>• Increased uptake of ASRH services</li></ul>

Source: Adapted from [IAWG ASRH Sub-Working Group](#) members' actions plans.