

**Guidelines for Action Planning**

Considerations	How this applies to each action
Who will leading on the action?	
Who will support delivery of the action?	
Identify/contact any existing similar projects to help in developing or implementing actions to avoid duplication (in Swansea or across region or for best practice elsewhere)?	
The consultation identified a number of potential actions, please ensure you consider and highlight if any of these ideas help in developing the action?	
Identify new actions or/and actions within (or which are) your own Plans which work towards the steps, maximise contribution to the seven well-being goals and align with the five ways of working?	
Please identify deliverables, outputs or key milestones?	
Please signpost any specific population level measures which should inform the development of a population level measurement framework?	
Please identify what resources or budget is required and agree how this will be met before finalising Objectives?	
Consider if and how the action links to any other steps (see 'Making the Connections' table in the Plan). This will strengthen delivery and later reporting.	
Consider promotion of Welsh Language & Culture	
Consider how a co-productive approach could be adopted	

### **Considerations for groups developing the Local Well-being Plan's Action Plans**

*Remember please keep the long term outcome in mind while designing short term actions and where a preventative approach can help.*

*Actions should ideally be SMART where possible, although not all actions will be completed in 1, 2 or even 3 years, reporting progress or distance travelled towards the action should be possible on an annual basis (linking to goals and ways of working)*

*Objective Leads are primarily responsible for co-ordinating the Action Plans although some are also experts in their area. The action plans are collated and outcomes reported via the Objective leads.*