



ERASMUS + TOOLKIT PROJECT
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Vilnius University



Action plan

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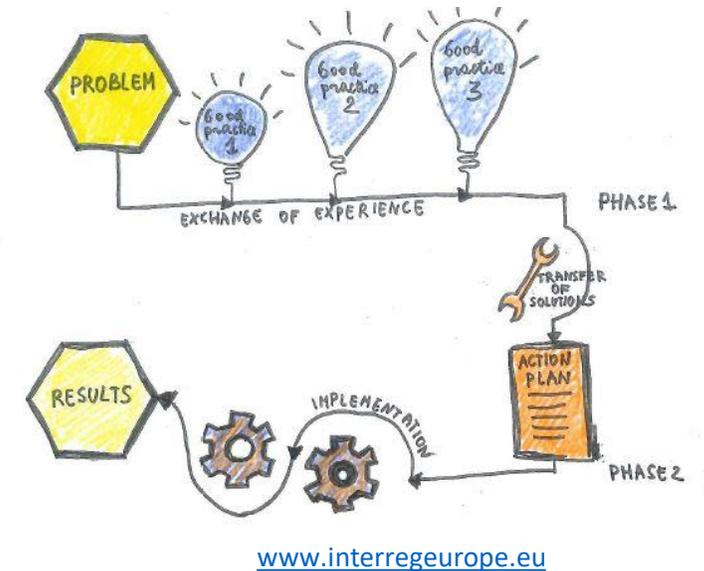
- What is an Action plan?
- What are the criteria for good action plan?
- Risk management and monitoring.
- How to write an action plan?

What is an action plan?

- 1) Action plan is used to increase efficiency and accountability
- 2) Describes the way how the organization will meet its objectives
- 3) In some ways, an action plan is a “heroic” act: it helps to turn strategy into reality.

What are criteria for good action plan?

- It should include:
 - What actions or changes will occur
 - Who will carry out these actions
 - What resources (i.e. money, staff) are needed
 - Communication channels (who needs to know what)
 - Risk management
 - Monitoring



Risk management and monitoring

- How to manage risks, what would happen if...
 - Change of visa policy (refusal of visas)
 - Terrorism

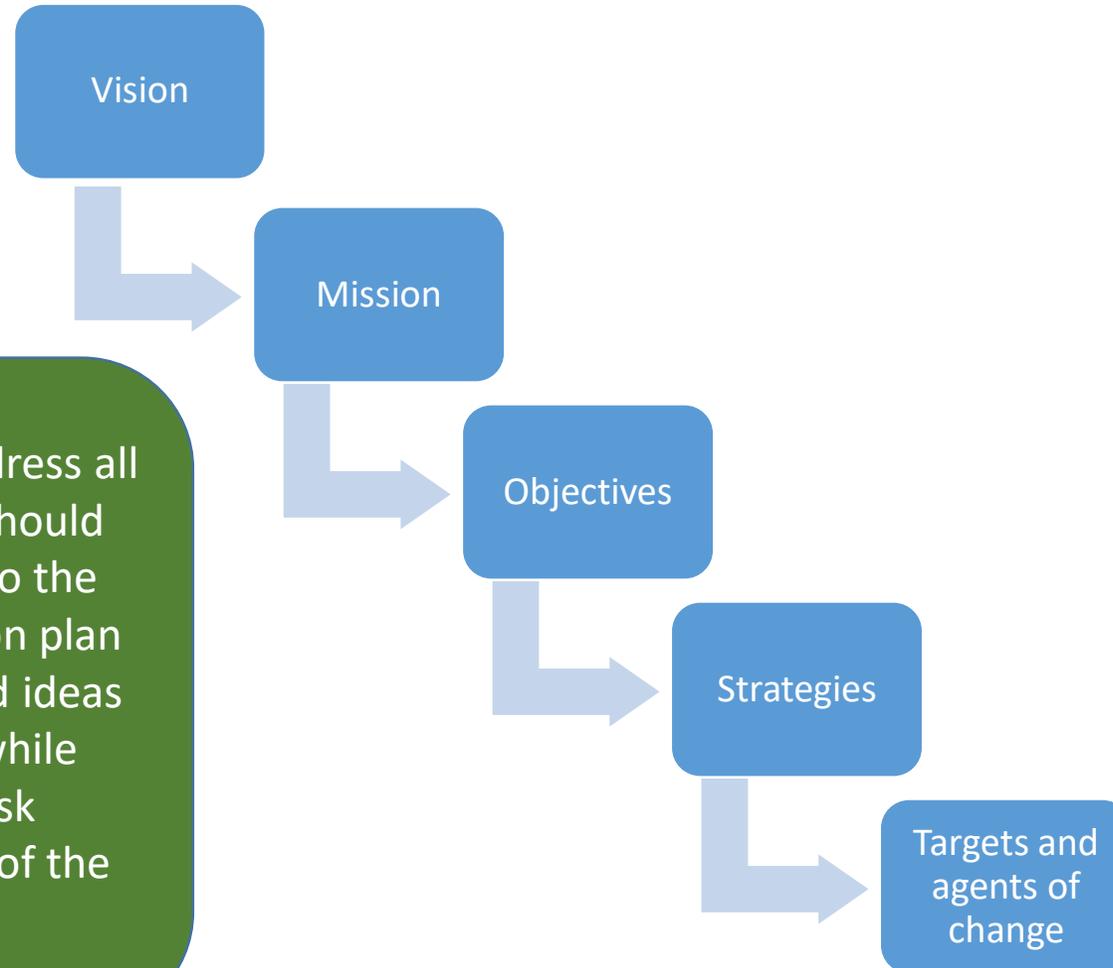
Monitoring

- 1) Who will responsible for monitoring
- 2) How often it would be reviewed



How to write an action plan?

- Go over your



Develop an action plan that address all proposed changes. The plan should be: complete, clear relevant to the strategy. Additionally, the action plan should include information and ideas you have already gathered while brainstorming. Consider risk management and monitoring of the progress.

Stage IV: without action plan all job is lost



Absolute, percentage,
unit indicators

Action plan for
reaching goals and
implementation of the
strategy

Building structures/
setting prerequisites

Setting up necessary
structures.

Approving necessary
regulations

Nitty-gritty

Networks, partnerships
programmes; concrete
exchange numbers

Geographical, field
priorities, mobility
numbers, joint
programmes mobility
windows

Adoption of mobility
tools (recognition/
data bases)
Language policy &
classes for mobility

Buddy system,
monitoring, quality
assurance

Stage IV: Check list for the action plan

State:

The planned activities

who does what and takes responsibility; who writes annual report

quantitative and qualitative indicators for the year; mid-term targets for longer periods

Financial resources

Deadlines for the activities

Strategy needs to be reviewed every 3-4 years to be relevant

Will help to decide which data institution needs to collect

Goal – increase international exchanges opportunities for students

Activity	Responsible department	Success indicator	Due date	Resources required (staff, tec fin. etc)
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Example:

<i>1.1</i>	<i>Participate at the international conferencies/ excibitions, study fairs, etc</i>	<i>Bilateral cooperation coordinator</i>	<i>No less than 3 new contacts every year</i>		<i>Faculty coordinators, International Relations Office, University budget</i>
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<i>1.2.</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>	<i>.....</i>
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