



Information Sheet

Developing an Action Plan

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It is recommended that an **Action Plan** be completed once a **Terms of Reference** is endorsed by Early Years Network (Network) members. The Action Plan guides the Network's purpose and direction, identifying key actions towards improving outcomes for local children and their families. Action Plans can be renewed annually to provide ongoing direction and focus.

The vision and mission statements provide the starting point for the Network's Action Plan. The Action Plan is the practical 'roadmap' for the group. It should guide regular meetings and steer the ongoing work of the Network.

The Action Plan should respond to the following questions:

- Where do we want to go?
- What steps do we need to take to get there?
- How will we know when we have arrived?

A good plan starts with clarity about what we want to achieve and sets actionable objectives based on sound information about the situation.

When developing an action plan, consider:

- What is the situation or identified need we are trying to address?
- What is the scale of the issue? What do the Australian Early Development Census (AEDC) results show, including emerging trends? What factors may be contributing to the proportion and number of children who are developmentally vulnerable in the community?
- Is the need supported by evidence? What supporting data and information do we have?
- What has already been implemented? What worked? What should continue and/or what needs to change?
- Who else in the community should be involved in the planning to bring about better outcomes for children?
- Is the plan reasonable and achievable?
- Who will be responsible for the outcomes?

An Action Plan should be reviewed regularly with Network members to ensure it remains current, reflects community needs, and aligns with the Network's purpose.

The [Action Plan template](#) is designed to support Networks in developing an Action Plan. Suggested headings and content are intended as a guide, not prescriptive requirements. A sample Action Plan is also provided to offer ideas for projects and activities that may suit your region.

Setting KPIs and outcomes

When setting KPIs and outcomes, use the SMART principles. Your goals should be:

- Specific
- Measurable
- Achievable
- Realistic
- Time-bound

For example, a goal might be, “to improve the physical development skills of children” but a SMART goal would be, “to see a 10 per cent increase in the physical development index for our region by 2024 through the use of increased physical activity programs and enhanced physical development knowledge programs with parents.”

More information

To find out more about Early Years Networks, please visit our website or contact:

- **Web:** www.communities.wa.gov.au
- **Email:** EY@communities.wa.gov.au