**ACTION PLAN**

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| **Step** | **Objective** | **Key actions** | **Focal point** | **Time frame** | **Budget** |
| **Collecting and organizing** | Collect all required information and organize it through a template | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ \_ |  |  |  |
| **Analysing** | Identify clearly why and how it is a good practice; why it should be shared and how it should be replicated by others | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ \_ |  |  |  |
| **Documenting** | Document the good practice (writing, selecting final product, feedback, proofreading, editing…) | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ \_ |  |  |  |
| **Sharing** | Selecting the appropriate channels (radio, website, social media, meetings, share fairs, …), and sharing the good practice | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ \_ |  |  |  |
| **Generating change** | Monitoring if the practice has been shared and replicated | 1. \_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_ 3. \_\_\_\_\_\_\_\_\_\_\_\_\_ 4. \_ \_ |  |  |  |

**Example of guiding questions**

Collecting and organizing

Is there existing data/information on the practice (e.g. project reports, M&E reports, studies…)?

Will it be necessary to collect more data (field mission, interviews...)?

Who will be in charge? Are financial and human resources available to do so?

How will you capture the data? Will you use the good practice template?

Analysing

Which tool/method will you use?

Who will be involved to discuss and analyse the results?

Documenting

What type of final product do you wish to have (written, audio, video…)? Who will be responsible to write the first draft, to proofread and provide feedback, to edit and finalize? Do they have experience in documenting? Will you need to organise workshop to start the process of documentation, to give methods and tools and to define a work plan?

Who will validate the content? Will you have a technical review? Who will provide the technical clearance?

In which language will be the good practice documented? Will you need to translate into different languages? What would be the cost?

Will you publish the documents through the FAO Document Repository? From HQ or country offices?

Sharing

How will you share the practice (conventional or digital channel)? What would be the quantity and frequency? Will you organize also face-to-face events (fair share, meetings…) Will you expect to receive feedback/ to create a discussion on the practice? What would be the cost?

Generating change

How will you evaluate the impact of sharing your good practice?

Will you be able to assess if the practice have been adopted, adapted and scaled-up?