



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Template: Simple roadmap for putting actions in place

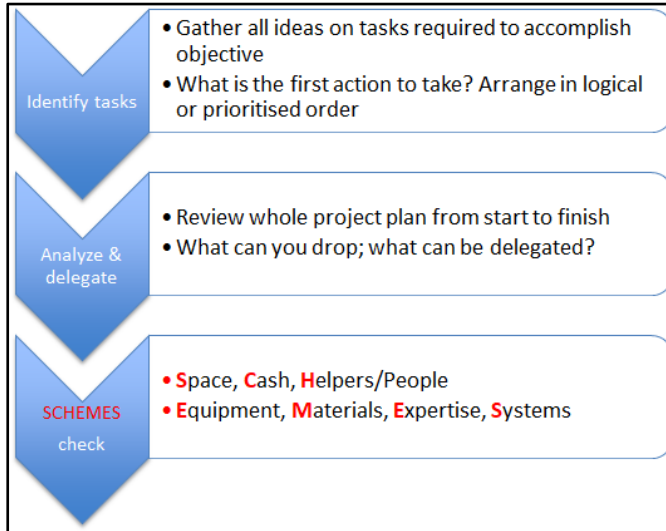
Brief description	This document contains a template for drawing up a roadmap to put each action in place, based on the SCHEMES check.
Expected outcome	Project teams have identified clear steps, in a logical order, for putting each action in place. They know what resources are required, and which stakeholders need to be engaged through appropriate outreach methods.
Expected output	A set of roadmaps plans, once for each action.
Scale of application	Project level
Expertise required	Project management
Examples of application	
Year of development	2022
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Relevant CRFS Handbook modules; related tools, examples and activities	Action planning module

Full description and justification

This document contains a template for drawing up a roadmap to put each action in place, based on the SCHEMES check (*Space; Cash; Helpers/people; Equipment; Materials; Expertise; Systems*)

A roadmap is required both for new policies, programmes, initiatives, and budgets, and for integration of actions into existing one ones. Crucially, it allows the project team to identify which stakeholders need to be engaged to pave the way towards putting the action in place, and to develop appropriate outreach activities.

When developing the roadmap to put each action in place, it can be helpful to refer to the SCHEMES check:



The following table can be used for all steps, once they have been prioritised and any extraneous steps have been dropped.

Action to be put in place:				
Steps <i>What needs to be done?</i>	Responsible <i>A member of the core team or person to whom the step has been delegated</i>	Timeline <i>By When? (Day/Month)</i>	Resources needed <i>Space; Cash; Helpers/people; Equipment; Materials; Expertise; Systems</i>	Outreach and engagement <i>A. What individuals or organizations need to be engaged? B. How can we reach them?</i>
Step 1:			S. C. H. E. M. E. S.	A. B.
Step 2:			S. C. H. E. M. E. S.	A. B.
Step 3:			S. C. H. E. M. E. S.	A. B.

<p>Step 4:</p>			<p>S. C. H. E. M. E. S.</p>	<p>A. B.</p>
<p>Step 5:</p>			<p>S. C. H. E. M. E. S.</p>	<p>A. B.</p>