Action Planning 30/60/90:

Focus areas – pick 3/4:

- ☐ Developing a sense of community
- ☐ Securing resources (funding/human)
- ☐ Strengthening Core group/core team
- ☐ Developing a CoP Strategy
- ☐ Responding to member needs

- ☐ Securing leadership support
- ☐ Onboarding new members
- ☐ Developing indicators of success for your CoP
- ☐ Celebrating CoP successes
- ☐ Other:

How will you measure success? SMART Indicators:

Actions/Activities:	Actions/Activities:	Actions/Activities:

30 DAYS

60 DAYS

90 DAYS

Action Planning 30/60/90:

	Actions/Activities:	Responsible – By whom:	Timeframe – By when:	Resources:	Desired Outcomes
30 days					
60 days					
90 days					

This document is part of a CoP Toolkit to help you develop impactful Communities of Practice in the development sector. Access the full CoP Toolkit.

Action Planning: 30/60/90 - Example

WORLD BANK GROUP

Focus areas – pick 3/4:

☑ Developing a sense of community
☐ Securing resources (funding/human)
☑ Strengthening Core group/core team
☑ Developing a CoP Strategy
☑ Responding to member needs

☐ Securing leadership support
☑ Onboarding new members
☐ Developing indicators of success for your CoP
☐ Celebrating CoP successes
☐ Other:

Actions/Activities (30 Days)

Sense of community
• Organize an informal speed networking event

Strengthening Core Team
• Set up a weekly/bi-weekly meeting
• Clarify roles and responsibilities
• Recruit one volunteer

Developing a CoP Strategy
• Organize the results from member interviews
• Develop and launch an online survey of members

Onboarding new members
• Set up an online platform
• Basic training for new members
• Target first wave (25 people)

Actions/Activities (60 Days)

Sense of community
• Follow up to the networking event with stories from the members (newsletter)

Strengthening Core Team
• Recruit one volunteer
• Organize an informal lunch/happy hour for team building

Developing a CoP Strategy
• Analyze the results from the online survey
• Prepare a draft strategy
• Validate the draft strategy with core team

Responding to new member needs
• Offering time bounded e-discussion (based on member feedback
• Plan a monthly roundtable
• Add additional content on the main topic

Actions/Activities (90 Days)

Sense of community
• Organize another networking event for CoP

Strengthening Core Team
• Recognize core team members with their management

Developing a CoP Strategy
• Validate the strategy with the CoP
• Validate the strategy with management

Onboarding new members
• Reach out to first 25 and check in (what's working and what's not)
• Onboard new wave (25 people)
• Understand old/new member needs

30 DAYS

60 DAYS

90 DAYS

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Communities4Dev