**Action Plan Guidance & Template**

**For January 2019 Workshop in Jakarta / Bogor**

**Integrated Urban Water Management (IUWM)**

An action plan identifies key challenges or issues the delegation plans to tackle as a follow-up to the workshop and their strategy/roadmap for addressing them. It should identify specific action steps that need to be taken to achieve a single or multiple objectives. The action plan will also identify follow-up support that may be required to implement the action steps.

The action plan should be prepared in for form of a PowerPoint Presentation. The presentation should be no more than 10 to 15 minutes in total and up to 8 slides. Each client delegation prepares an action plan and presents it to the group of participants and experts.

Action Plan Template:

* COVER PAGE: Some photos from your city (hopefully from your project)
* SLIDE 1: Key takeaways from the workshop
* SLIDE 2: What is your vision for the city and what needs to be accomplished (list up to 3 things) to address the priority challenges you are facing in your context.
* SLIDE 3: What approaches that were presented during the workshop are most applicable to addressing your challenges
* SLIDE 4: What are some of the action steps you can take in the next six to twelve months to apply/adapt this in your city/organizational context
* SLIDE 5: Who are the key stakeholders you need to reach/ work with to implement the action steps
* SLIDE 6: What is the timeline to achieve 3-4 key milestones in the next six to twelve months
* SLIDE 7: What are 2-3 opportunities/barriers that you see in implementing the action plan
* SLIDE 8: What concrete support/assistance will you need from development partners (the World Bank and others) to implement your action steps successfully, and who could help you make those steps successful