

LIVING YOUR PLAN

MOVING FROM STRATEGY TO ACTION

Megan Foster, MA, CPF
Founder, Mosaic Engagement



OVERVIEW

- Welcome & Introductions
- Why Action Plans Matter
- Steps for Creating an Action Plan
- Additional Considerations

WELCOME & INTRODUCTIONS

Welcome &
Introductions

Why Action
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Considerations

**MOSAIC**
ENGAGEMENT

COMMITMENT TO RECONCILIATION, EQUITY, AND INCLUSION

I am a white, cisgender female and use the pronouns she and her. I am grateful to my family who raised me and persevered through hardships to allow me the privileges I have now. I acknowledge those who came before my family on Treaty 2 Territory, the traditional homelands of the Očhéthi Šakówinj, the Anishinabewaki, and the Michif Piyii (Métis) People. I commit to raising my children to know about, respect, and honour those who came before them, too.

Visit native-land.ca



WELCOME AND INTRODUCTIONS

Megan Foster, MA (she/her)

Founder of Mosaic Engagement

Passionate about helping leaders inspire and energize team members. On a mission to motivate organizations to harness the expertise and creative power within their own team.

mosaicengagement.ca



Welcome &
Introductions

Why Action
Plans Matter

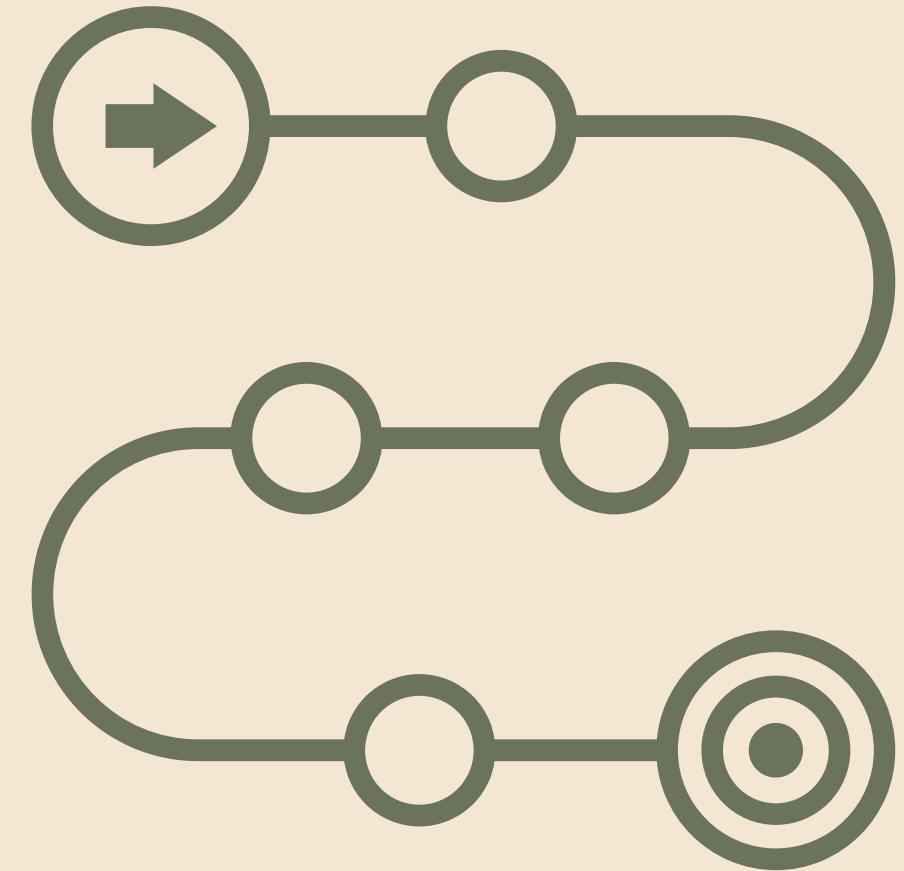
Steps for Creating an
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WHY ACTION PLANS MATTER

- Ensure clear direction and priorities
- Foster accountability within teams
- Improve resource management and decision-making
- Increase chances of successful outcomes





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STEPS FOR CREATING AN ACTION PLAN

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STEPS FOR CREATING AN ACTION PLAN



Start with a
Clear Vision

1



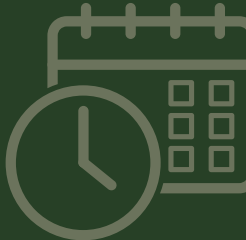
Identify SMART
Goals

2



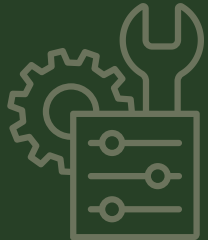
Assign
Responsibilities
Using the RACI
Framework

3



Set Realistic
Timelines

4



Review and
Adjust

5

START WITH A CLEAR VISION



- Define long-term goals or outcomes
- Align with organizational or project mission
- Ensure all team members understand the vision





IDENTIFY SMART GOALS

- **Specific:** Clear objectives
- **Measurable:** Metrics for success
- **Achievable:** Realistic within available resources
- **Relevant:** Align with broader vision
- **Time-bound:** Set deadlines for each task



ASSIGN RESPONSIBILITIES



- **R: Responsible** – Who does the work
- **A: Accountable** – Ultimate ownership
- **C: Consulted** – Provide input and feedback
- **I: Informed** – Updated on progress



RACI FRAMEWORK



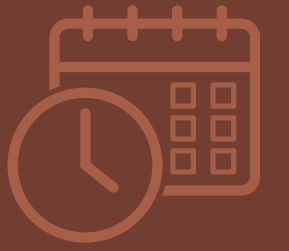
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Steps for Creating an Action Plan

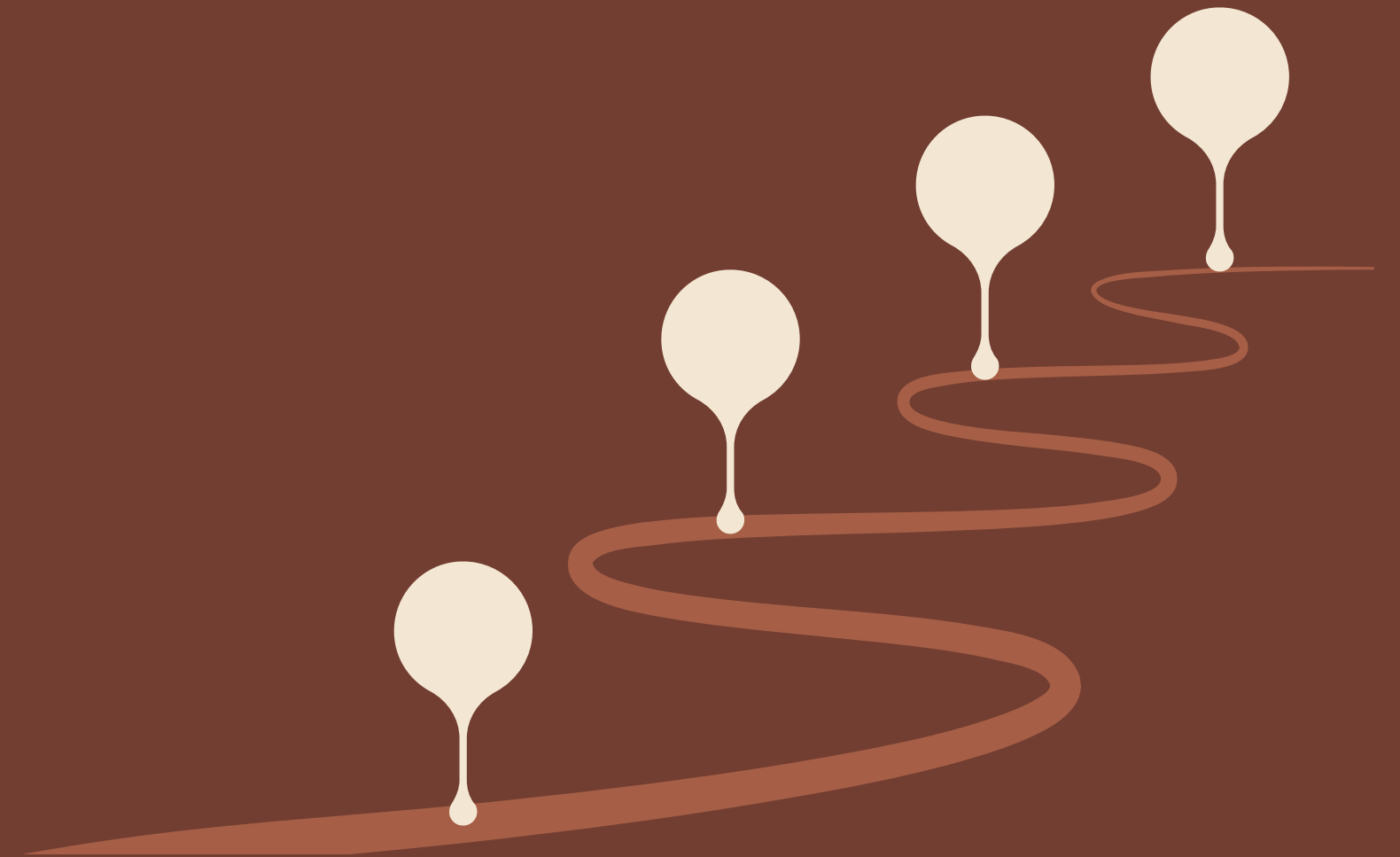
Additional Considerations

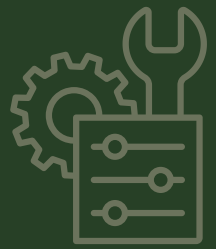




SET REALISTIC TIMELINES

- Break goals into smaller tasks with deadlines
- Factor in dependencies and external variables
- Build in time for flexibility and revisions





REVIEW AND ADJUST

- Schedule regular check-ins to assess progress
- Identify challenges and adapt as needed
- Use data and feedback for ongoing improvement





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ADDITIONAL CONSIDERATIONS

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THE ROLE OF A FACILITATOR

- Neutral party to guide discussions
- Helps uncover blind spots and biases
- Ensures all voices are heard and ideas synthesized



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KEY TAKEAWAYS

- Action plans offer structure and clarity
- **SMART** goals and clear roles are critical
- Regular reviews ensure progress and accountability



SUPPORTING YOUR ACTION PLANNING

Find more information about action planning and other support we can offer at:

mosaicengagement.ca/services



CONNECT WITH ME:

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THANK YOU

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