**ACTION PLAN TEMPLATE**

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| **(SUB)DIMENSION** | **REQUIRED ACTIONS** | **BY WHOM** | **WHEN** | **RESOURCES NEEDED** | **DATE FOR REVIEW** | **NOTES / PROGRESS** |
| **1. CASE MANAGEMENT RESPONSE** |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS** |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS***a. Identification and registration* |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS***b. Assessment* |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS***c. Case planning* |  |  |  |  |  |  |
| **(SUB)DIMENSION** | **REQUIRED ACTIONS** | **BY WHOM** | **WHEN** | **RESOURCES NEEDED** | **DATE FOR REVIEW** | **NOTES** |
| **2. CASE MANAGEMENT PROCESS***d. Case plan implementation* |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS***e. Follow-up and review* |  |  |  |  |  |  |
| **2. CASE MANAGEMENT PROCESS***f. Case closure* |  |  |  |  |  |  |
| **3. STRENGTHENING THE CHILD PROTECTION SYSTEM** |  |  |  |  |  |  |
| **4. COLLABORATION AND COORDINATION** |  |  |  |  |  |  |
| **5. APPROPRIATE STAFFING AND CAPACITY BUILDING** *a. Safeguarding and Do No Harm* |  |  |  |  |  |  |
| **(SUB)DIMENSION** | **REQUIRED ACTIONS** | **BY WHOM** | **WHEN** | **RESOURCES NEEDED** | **DATE FOR REVIEW** | **NOTES** |
| **5. APPROPRIATE STAFFING AND CAPACITY BUILDING** *b. Competencies, skills and experience* |  |  |  |  |  |  |
| **5. APPROPRIATE STAFFING AND CAPACITY BUILDING** *c. Capacity building* |  |  |  |  |  |  |
| **5. APPROPRIATE STAFFING AND CAPACITY BUILDING** *d. Supervision and coaching* |  |  |  |  |  |  |
| **6. SUFFICIENT FINANCIAL, MATERIAL AND LOGISTICAL RESOURCES** |  |  |  |  |  |  |
| **7. INFORMATION MANAGEMENT FOR CASE MANAGEMENT** |  |  |  |  |  |  |
| **8. MONITORING, EVALUATION, ACCOUNTABILITY AND LEARNING** |  |  |  |  |  |  |