ACTION PLAN MATRIX EXERCISE
Worksheet Instructions

Below are the definitions of each of the columns included in the Action Plan Matrix. These definitions explain what you should enter into each cell. For examples of what could be entered in each column, please see the Sample Action Plan Matrix Worksheet.

CHALLENGE CATEGORY #: What is the challenge category that the participants want to address for this line item in the action plan exercise?

INTERVENTION ACTION: There are many problems within each challenge category. What can be done to address these problems? In this cell of the matrix name at least one sustainable development activity that could address one of these problems.

AGENT OF CHANGE: An agent of change needs to be identified for each activity. Ask yourself: Who should lead the activity? Who has knowledge and capacity to lead the activity? Who would be interested in leading the activity? An agent of change should be an organization from within the country being discussed (not a UN or other foreign or external agency).

OUTPUT: What do you want each action to produce? Immediate outputs of the action could be a policy, agreement, infrastructure, etc.

OUTCOME INDICATOR: What do you want each outcome to produce? The outputs should generate desired social, environmental, economic outcomes that support peacebuilding.

BASELINE DATA: What is the current measurement of this problem you are trying to fix? This will be a statistical measurement. For example: poverty level, employment rate, liters of potable water/per capita, hectares of degraded land.
[If the participants do not have access the exact statistic they want to cite when they are conducting the exercise, then they should write their best estimate on the worksheet.]

TARGET: What is your goal for increasing or reducing the baseline measurement?

SOURCES FOR DATA VERIFICATION: From where can we get the base line and target data? Name the organization that collects this data.

COMPLETION DATE: By what date do we want to complete this activity and achieve our projected target? Choose a date based on your assumptions of what needs to be done to achieve your target and based on what you think is achievable.