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Action plan

120 minutes

Objective

- *This toolbox will help you to plan step-by-step a smart village initiative through an action plan.*

Tool Description

This tool helps stakeholders systematically plan and implement Smart Village activities. It provides a step-by-step framework to plan and then implement the SV initiative.

This tool called an “Action plan” is designed to be as practical as possible and to encourage its real-world application. The “Action plan” is an obligatory step in every smart village project development.

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Connection of the tool with Module 4

Structures and next steps

This tool “Action plan” is directly linked to Module 4, as it emplasizes the importance of a strucutured plan with all necessary components for a successful smart village initiative.

Module 4 covers topics as supportive frameworks for Smart Villages, funding Opportunities for them and risk management.

In this “Action plan” tool, you have to outline clear objectives, responsibilities and timelines of a concrete smart village initiative. The topic of funding ppportunities is also integrated into the tool in “ Resources and Budget: section, helping stakeholders to identify financial needs and potential funding solutions. The topic ”Risk Management” of Module 4 is also covered in the tool, ensuring that users can identify and address potential challenges in the beginning of a project planning.

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Resource materials

Here are some resources that could help you for this activity.

- **FUNDING**: EU Grants and programs, local and national government funding, public-private partnerships.
- **COMMUNITY ENGAGEMENT**: European Network for Rural Development (ENRD) could help you with best practices case studies and networking opportunities.
- **DIGITAL RESOURCES**: you can use different softwares and platforms (Teams, Zoom, Trello, Asana etc) to plan and monitor project activities.

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Action plan template

1. Project Title and description

Project name:

Brief description:

2. Objectives :

3. Stakeholders and Responsibilities

STAKEHOLDER	ROLE and RESPONSIBILITY

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4. Activities and deadlines

TYPE OF ACTIVITY	WHO DOES IT	DEADLINE

5. Resource and budget

TYPE OF RESOURCE	ESTIMATED COST	FUNDING OPPORTUNITY

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6. Risk management and mitigation

POTENTIAL RISK	POTENTIAL IMPACT	STRATEGY OF MITIGATION

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Action plan

What to learn

This activity tool “Action plan” serves as practical exercise that reinforce the theoretical part covered in Module 4.

By completing this tool, you will apply the acquired knowledge to hypothetical Smart Village initiatives. You will have more confidence in developping a project, as this tool guides you step-by-step in the process.

During this exercise you are asked to draft an action plan for a potential Smart Village project (e.g., implementing a digital service, setting up a renewable energy source, etc.). By filling in this action plan you will learn to emphasize the essential steps for a Smart Village initiative and how to realize it from a project idea to a concrete plan for implementation.

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