

Sample Action Plans

The purpose of an action plan is to assist prevention planners as they map tasks, timelines, and resources required to achieve a state's or community's overarching goals. Although there are numerous types of action plans which range in level of complexity and detail, we have provided a few samples below as a starting point. Check with your funder to see if there is a specific template that they require you to use.

Sample Plan 1:

Objective: Build capacity to address Nonmedical Use of Prescription Drugs	Responsibility	Oversight	Time Frame
	Project Director	Department of Substance Abuse	February 2020 to May 2021
Conduct an assessment of TTA needs			
Ensure sub-recipients include adequate resources within their budgets to cover training and technical assistance needs			
Collect and review evaluation data from TTA providers for program improvements			

Sample Plan 2:

Time Frame	Key Activities	Milestones	Responsible Staff
January 2021	Evidence-based practice workgroup identify recommended interventions based on SAMHSA guidance, and present to advisory committee.	Menu of evidence-based interventions approved	
February 2021	Webinar training on SPF process, readiness assessments, and EBPs implemented	Regional stakeholders and planners engaged in regional plan development	
March 2021	State surveys administered	Participation from schools within intervention regions	

Sample plan 3:

State Level Activities and Milestones	Assignment	Year 1				Year 2				Year 3			
1. Continue to develop and refine common tools and strategies for sub recipients	TA providers	X	X										
2. Complete state-wide evaluation plan	Evaluator			X									
3. Refine data entry system to ensure that it provides necessary process and outcomes data	Evaluator		X	X									
4. Submit evaluation report to SAMHSA	Evaluator				X								