**[Logo** **of the organization]**

**[Name** **of the organization]**

**Action Plan for the Development of Organizational Capacities**

**May 2020**

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*Organizational Capacity Assessment and Action Plan Drafting Workshop*

# Self-Assessment

## Strengths of the Organization

### Survey

|  |  |
| --- | --- |
| **In blue : the structure** | 1 : Point that **really needs improvement**  2 : Point that **could use** **improvement**  3 : Point that **works rather well**  4 : Point that **works very well** |
| **In green : the programs** |
| **In orange : the good practices** |

|  |  |  |
| --- | --- | --- |
| **Point** | **Comment** | **Score** |
|  |  |  |

### SWOT matrix

|  |
| --- |
| **Strengths: what works well in our organization** |
|  |
| **Opportunities: what, outside our organization, helps us in our action** |
|  |

## Points for Improvement

### Survey

|  |  |
| --- | --- |
| **In blue : the structure** | 1 : Point that **really needs improvement**  2 : Point that **could use** **improvement**  3 : Point that **works rather well**  4 : Point that **works very well** |
| **In green : the programs** |
| **In orange : the good practices** |

|  |  |  |
| --- | --- | --- |
| **Point** | **Comment** | **Score** |
|  |  |  |

### SWOT matrix

|  |
| --- |
| **Areas for improvement: what works less well in our organization** |
|  |
| **Constraints: what, outside of our organization, hinders us in our action.** |
|  |

## Compilation

*With the CSTT and your self-assessment, we were able to establish the following summary:*

### Strengths of the Organization

### Points for Improvement

# Action Plan

## Points for Improvement Prioritization

*Among the points that need improvement, decide collectively of the order of priority to address these points. To do so, you can discuss if certain points are more disabling for the organization or are the causes of other points.  If several problems appear to be of equal importance, use the 2 to 2 comparison method (see annex document). Eventually, decide on the number of points you want to include into the Action Plan. It is not necessary to deal with all the points.*

**Here is the list of the points that our organization wants to improve, in priority order:**

**1.**

**2.**

**3.**

**4.**

**5.**

**…**

## Points for Improvement Decisions

**For each point that our organization wants to improve, here is the detail of the actions it will undertake:**

### Point #1:

|  |  |
| --- | --- |
| **What is our definition of this point?** |  |
| **Why does this point need improvement?** |  |
| **What result do we want to achieve?** |  |
| **What indicators will let us know that this point has improved?** |  |
| **How are we going to improve this point with our own resources?** |  |
| **What deadline do we set for improving this point?** |  |
| **Who, in our organization, will be in charge to coordinate the work on this point?** |  |
| **What internal procedure will check that this point has been improved?** |  |

### Point #2:

|  |  |
| --- | --- |
| **What is our definition of this point?** |  |
| **Why does this point need improvement?** |  |
| **What result do we want to achieve?** |  |
| **What indicators will let us know that this point has improved?** |  |
| **How are we going to improve this point with our own resources?** |  |
| **What deadline do we set for improving this point?** |  |
| **Who, in our organization, will be in charge to coordinate the work on this point?** |  |
| **What internal procedure will check that this point has been improved?** |  |

### Point #3:

|  |  |
| --- | --- |
| **What is our definition of this point?** |  |
| **Why does this point need improvement?** |  |
| **What result do we want to achieve?** |  |
| **What indicators will let us know that this point has improved?** |  |
| **How are we going to improve this point with our own resources?** |  |
| **What deadline do we set for improving this point?** |  |
| **Who, in our organization, will be in charge to coordinate the work on this point?** |  |
| **What internal procedure will check that this point has been improved?** |  |

### Point #4:

|  |  |
| --- | --- |
| **What is our definition of this point?** |  |
| **Why does this point need improvement?** |  |
| **What result do we want to achieve?** |  |
| **What indicators will let us know that this point has improved?** |  |
| **How are we going to improve this point with our own resources?** |  |
| **What deadline do we set for improving this point?** |  |
| **Who, in our organization, will be in charge to coordinate the work on this point?** |  |
| **What internal procedure will check that this point has been improved?** |  |

### Point #5:

|  |  |
| --- | --- |
| **What is our definition of this point?** |  |
| **Why does this point need improvement?** |  |
| **What result do we want to achieve?** |  |
| **What indicators will let us know that this point has improved?** |  |
| **How are we going to improve this point with our own resources?** |  |
| **What deadline do we set for improving this point?** |  |
| **Who, in our organization, will be in charge to coordinate the work on this point?** |  |
| **What internal procedure will check that this point has been improved?** |  |

## External Support Needed

*Your organization may need some external support to implement its Action Plan. Indicate here the external support you would like to get:*

**To strengthen its capacity to act for its mandate, our organization needs the following external support:**

## Action Plan Formalization

*The last step consists in formalizing your action plan, to give it the importance it deserves and to ensure its implementation. How are you going to do this? Will you edit and advertise it? Will you organize a launch ceremony? Will you present it to the Board of Directors? To the General Assembly? To external partners? Describe here how you will formalize your action plan.*

**To formalize this action plan in order to give it the importance it deserves and to ensure its implementation, our organization will proceed as follows:**

**You have achieved the Action Plan Drafting process.**

**Well done!**

**Please send this document as soon as possible to Resilience Now facilitators:**

[**florence@resilience.ngo**](mailto:florence@resilience.ngo)   
[**claire@resilience.ngo**](mailto:claire@resilience.ngo)

*You can insert here your remarks on this Action Plan Drafting process. Thank you for sharing with us the ways we can improve our method. You can also tell us what you liked.* ☺

**Here is how our organization appreciated this support and how it could be improved:**