Annex:
Action Planning Template

Guide to the Action Planning Template

	Goal	Action Plans for Implementation							
		What	When		How				Who
		Action Step	Targeted Start Date	Targeted Completion Date	Necessary Resources		Potential Challenges		Owner *(Who should complete this step?)*
					Resources Required to execute Action Step	Required Resources obtained?	Potential Challenges	How to overcome Potential Challenges	
1	Identify & Close Skills Gaps within the TAC	Assess current internal capabilities vs desired state of capabilities	Q3 2021	Q1 2022	1. Desired list of skills per role in TAC using Competency Framework 2. Skills gaps analysis survey for administration to determine current state 3. Training programmes targeted at closing specific skills gaps	1. Have Competency Framework for reference 2. No existing Skills Gaps Analysis survey developed 3. Some training programmes available within TAC; some unavailable	1. Not all skills in CF are required in the scope of my TAC's services 2. No available training courses within TAC to close skills gaps for certain competencies	1. Customise skills required from CF based on my TAC's needs 2. Outsource training programmes using available training programmes from SkillsFuture	Internal L&D Department

Take reference from Action Plans

Plan based on TAC's current resources and capacity

Indicate which resources are required to enable the execution of the action step, and which resources are available vs unavailable

Take reference from Action Plan Key considerations

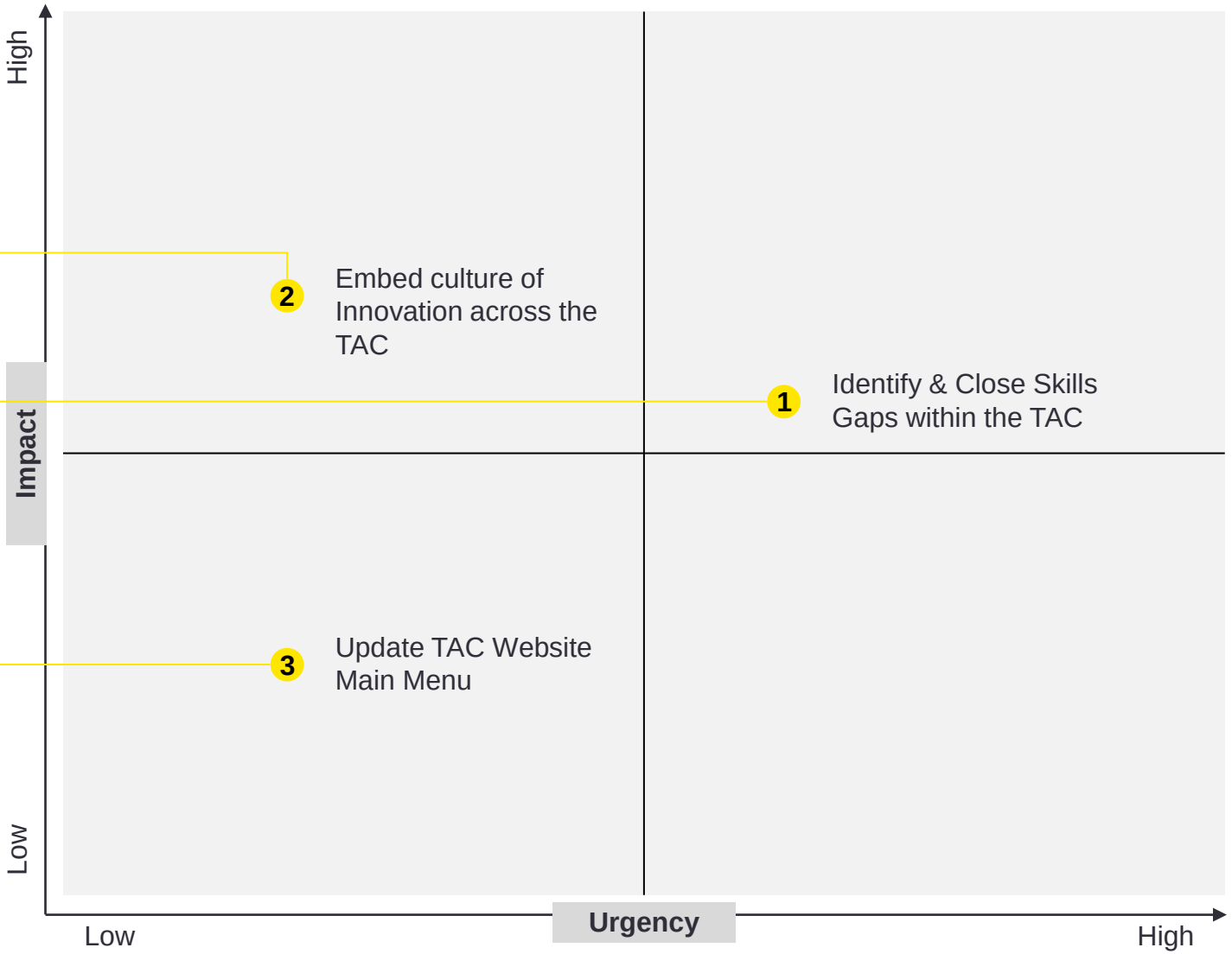
Indicate the person/department responsible for executing the action step

TAC Growth Model Toolkit: Action Planning Template

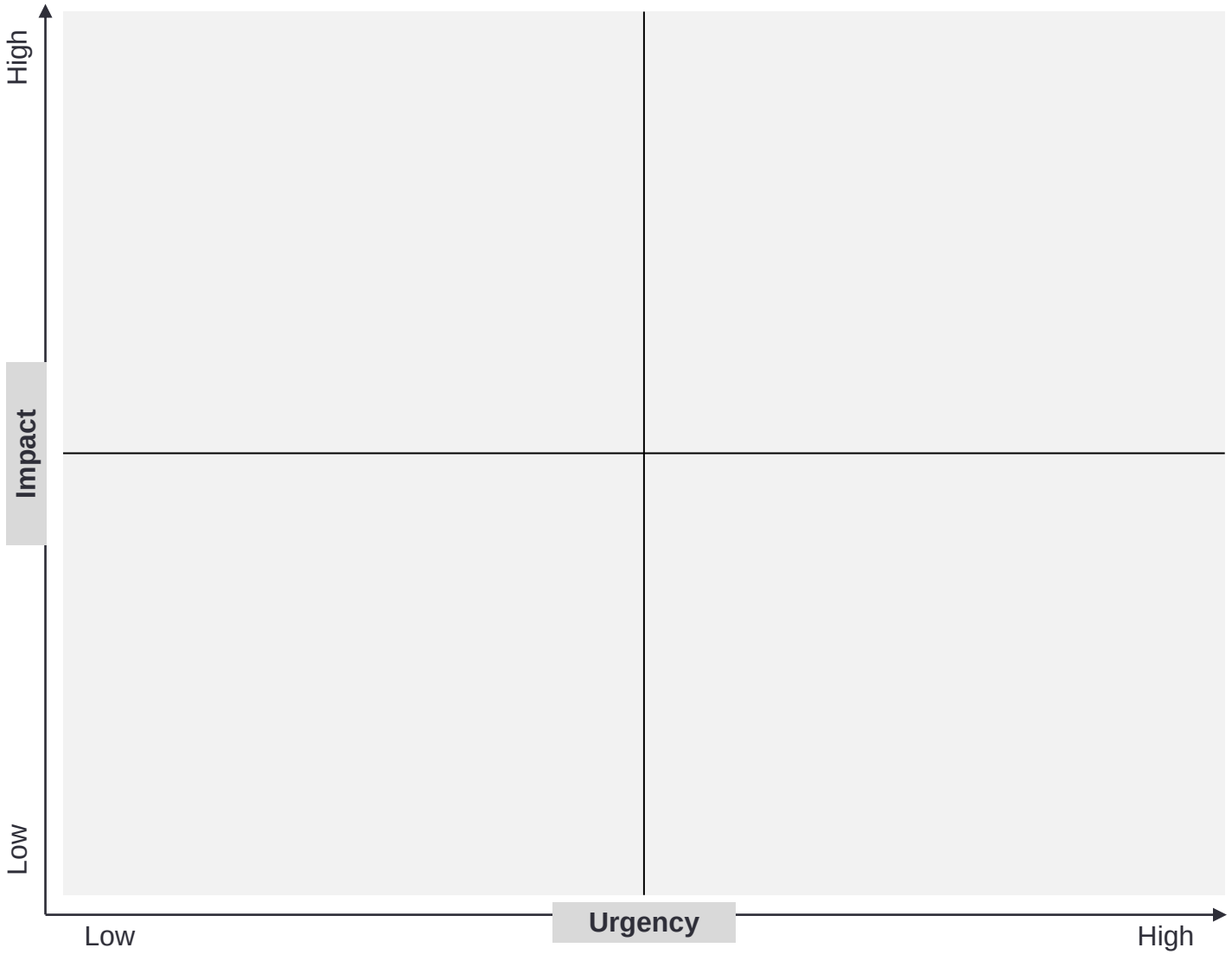
	Goal	Action Plans for Implementation							
		What	When		How				Who
		Action Step	Targeted Start Date	Targeted Completion Date	Necessary Resources		Potential Challenges		Owner *(Who should complete this step?)*
					Resources Required to execute Action Step	Required Resources obtained?	Potential Challenges	How to overcome Potential Challenges	
1									
2									
3									

Guide to the Prioritisation Matrix

Position different goals on the prioritization matrix based on their respective levels of impact vs urgency. (i.e. high-impact-low-urgency goals vs low-impact-high-urgency goals)



Populating these goals in their respective levels of Impact vs Urgency will help to prioritise which goals/action steps to tackle in sequence (e.g., tackle all high-impact goals first or tackle or high-urgency goals first etc.)

TAC Growth Model Toolkit: Prioritisation Matrix

Refine your Growth Plan to ensure that it is achievable and has full support from your leadership team. Add detail to each section to help you lead change.