

## Elements of an Action Plan

The age-friendly action plan will be shared nationally and internationally with other communities. These are the elements that should be included in your plan.

1. Cover Page
2. Executive Summary/Letter from your Mayor or Elected Body
3. Table of Contents
4. Community Profile
  - a. Introduction to your community
  - b. Demographic/diversity data (ages, ethnicities, drivers/non-drivers, owners-renters, etc)
  - c. Description of Age-Friendly Features of the Community
5. Introduction to the plan
  - a. Mission Statement
  - b. A Clear Vision – towards an age friendly community—and a set of Values – including the voice of the 50+
  - c. Who was involved in the development of the plan
    - i. Planning committees/workgroups (include a list with affiliation)
    - ii. How did you include older adults, the diversity in your community?
  - d. Synopsis of learnings from the community assessment
    - i. Description of how the age-friendly assessment was conducted (surveys, listening sessions, etc.)
    - ii. Demographics of the community residents who participated in listening sessions/surveys—
    - iii. Key learnings that impact plan development
  - e. Who will manage the implementation of the plan?
  - f. Other information that is important to the plan (i.e. AARP’s Livability Index Score)
6. Domain-Specific Action Plans
  - a. The Strategic Framework – the eight domains of livability for planning
    - i. Statement of what must be achieved – the goal or output
    - ii. Activities that must be followed to reach the objective or goal
    - iii. Target date for completion or schedule for when each activity must begin/end
    - iv. Identification of the organization/individual who will be responsible for each activity as well as collaborating organizations
    - v. Discussion of the inputs/resources needed to complete each task in the action steps.
    - vi. Identification of indicators (and available baseline data) which will allow for measurement of progress towards the goals
    - vii. Summary Table of Action Plan Activities
7. Appendices and supporting documentation.

### **AARP’s Action Plan Review Process**

After your core team drafts an action plan, you will submit it to AARP for a review process. The purpose of the review is to allow representatives of AARP and WHO to look at your plan outside the local context, to offer suggestions about implementation or evaluation, and to glean ideas to share with other communities. After the review team looks through your plan, it will either make a few recommendations for strengthening the plan or recommend that your community move into implementation and evaluation.

**[Read and download action plans from other communities at:](http://www.aarp.org/livable-communities/network-age-friendly-communities/info-2014/member-list.html)**

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