



## Access to Nature Programme Action Plan Template

Below is an action plan template that could be used to plan, and record the outcomes of, action designed to make an organisation's site or work more accessible.

Goal and objectives:	
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Action/task	Responsibility	Timeline	Resources required	Evaluation (notes below)	Status

## Evaluating the impact of action taken

When thinking about the evaluation of the actions you are planning, or have taken, it might be useful to consider the following:

- If our site/work was more accessible and inclusive, what would that look like?
  - What would we see and hear?
  - What would be different?
- How will we know if the actions we take have made a difference, and what difference they have made?
  - What information (data) could we use to help us understand what difference the actions have made? This could be quantitative (numeric) or qualitative (non-numeric) information.
  - Is the organisation already collecting data that would help us to understand the difference the actions have made? Perhaps changes in data that is already being collected on a regular basis would indicate a positive change.
  - Could we gather new data, such as feedback from visitors, employees and/or volunteers, to help us understand what difference the actions have made? For example, this might involve adding a question(s) to a feedback form or survey that is already being used to gather information about people's experiences of visiting your organisation's site.
- How could we gather information that would help us to identify further actions we could take to make our site(s) more accessible?