Instructions for the Equality Action Plan Workflow

Once you have defined the different **stages** in your Canvas you can transfer these into the Workflow template - and break them down further into the specific tasks required to deliver each stage of the Action Plan. This will provide you with a detailed workflow that will allow you to monitor progress and keep you and your team on track, focussed and accountable.

Once you have listed the tasks - indicate who will be responsible for each task and what other resources are required to complete each task. Finally, set realistic deadlines for each task. Make sure everyone is aligned with these deadlines especially as many tasks may build off one another and one person's responsibilities can be interconnected to the next.

Once you start working on the tasks you can update the progress column of the workflow, by selecting the percentage of completion.

Once you have used the Workflow template to plan the work ahead, save it in a shared place and update it regularly so that it can support you and your team throughout the implementation of your action.

GOAL								
ACTION								
#	Task		Who	Budget	Start date	Due date	Progress 25% 50% 100%	Notes
1								
1.1								
1.2								
1.3								
1.4								