ACTION Planning
towards implementing SDG11 and New Urban Agenda

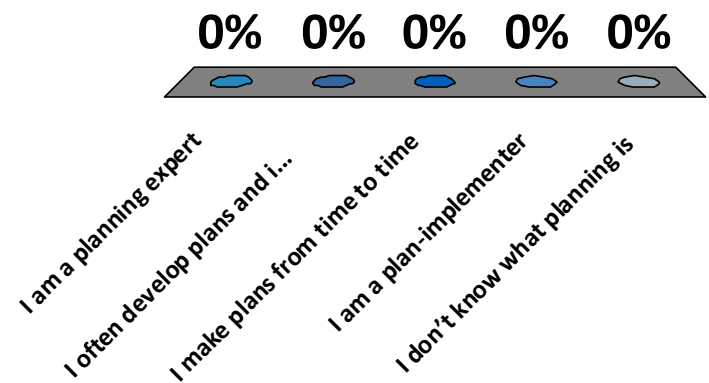**Nguyen T. Trang**
Capacity Development Unit
UN-Habitat
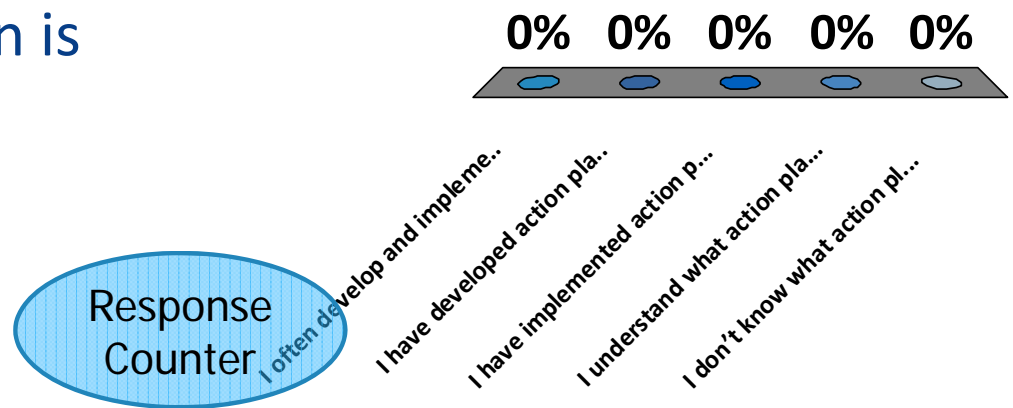
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How familiar you are to planning process?

A. I am a planning expert

B. I often develop plans and implement them

C. I make plans from time to time

D. I am a plan-implementer

E. I don't know what planning is

0%   0%   0%   0%   0%

I am a planning expert

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Response Counter

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How familiar you are to ACTION planning process?
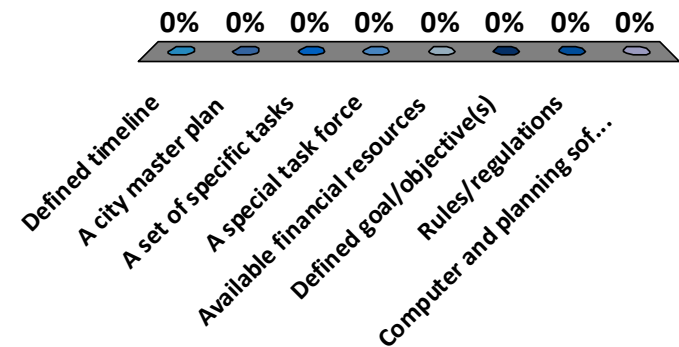
A. I often develop and implement action plans

B. I have developed action plans before

C. I have implemented action plans before

D. I understand what action plan is

E. I don't know what action planning is

0% 0% 0% 0% 0%

Response Counter

I often develop and impleme..

I have developed action pla...

I have implemented action p...

I understand what action pla...

I don't know what action pl...

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What are the important part of the Action Plan?

A. Defined timeline
B. A city master plan
C. A set of specific tasks
D. A special task force
E. Available financial resources
F. Defined goal/objective(s)
G. Rules/regulations
H. Computer and planning software

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Response Counter

0%   0%   0%   0%   0%   0%   0%   0%

Defined timeline
A city master plan
A set of specific tasks
A special task force
Available financial resources
Defined goal/objective(s)
Rules/regulations
Computer and planning sof...

What is Action Planning?

Action planning is a process which will help you to **focus** on a particular **goal/objective** and to decide what **steps** you need to take to achieve it within **a given period of time**. Preparing an action plan is a good way to help you to reach your objectives

By failing to PLAN, you are PLANNING to fail

"By failing to prepare, you are preparing to fail."
— **Benjamin Franklin**

THE PROCESS

Step 1: Understanding the Problem?

- **Strength – Weakness – Opportunity – Threat Analysis (SWOT)**
- **Problem Tree**
- **Charts, diagrams, questionnaires and interview**
- **Maps, aerial photographs and satellite images**

SWOT analysis

Graphic credit: © *Pinterest*

The Problem Tree analysis

Source of analysis

- Public surveys

- Reports

- CPI reports

- Others

Where to start?

Need/Gap/Problem

SDG 11's 10 Targets

- **11.1 Inadequate housing and slums**
- **11.2 Sustainable transport**
- **11.3 Participatory planning**
- **11.4 Cultural heritage**
- **11.5 Disaster reduction**
- **11.6 Air quality and waste management**
- **11.7 Public spaces**
- **11.a Rural-urban and regional planning**
- **11.b Mitigation of climate change, resilience**
- **11.c Financial and technical support (LDCs) for sustainable buildings**

Step 2: Define the Goal/objectives

Step 2: Defining your goal/objective(s)

- **Long term objective (Goal)**

- **Medium and short term objectives**

- **Objective Tree**

- **Strategic**

- **Realistic**

- **Consensus**

Prioritization

- **Relevance:** is this closely related to the core problem?
- **Urgency:** how critical the issue is?
- **Resource:** can we afford it financially and technically?
- **Effectiveness:** would this help?
- **Sustainability:** would this last?

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Step 3: Defining your set of specific tasks

Step 4: 4Ws and 1H

- **What**

Where

When

Who

How

Step 4: Drawing the plan

Title				
Overall goal				
Specific goal 1				
	Description	Timeline	Responsible by	Resources
Activity 1				
Activity 2				
Activity 3				
Specific goal 2				
Activity 1				
Activity 2				

Step 5: Develop the full plan/Structure of the plan

- **Executive summary**
- **Vision**
- **Supportive legislation framework (optional)**
- **Stakeholder analysis/gender analysis (optional)**
- **Key problems**
- **Goal/Objectives**
- **Description of components/activities/timelines**
- **Financial feasibility analysis**
- **Reference list**
- **Annexes**

Cautions !

Visions + practicality

Integration + clarity

Coordination + transparent

Collaboration + agreement/consensus

Co-benefit
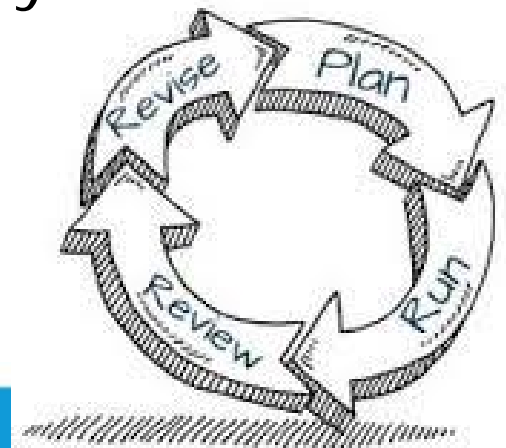
Is that IT???

No, it's only the BEGINNING

➤ Implementation
➤ Monitoring
➤ Mid term Review/
   Evaluation
➤ Revision
➤ New Planning cycle
…….
➤ Impact
   assessment

THE GROUP WORK

Your city profile/case study

- Context/Introduction
- Identify your strategy/key problem (either related to housing or slum upgrading)
- Define your main goal/objectives
- Action plan of your city…
- How following and monitoring SDG 11's target can support your work?
  - Do you find it an useful tool for your city/your work?
  - Do you see any potential to collect data/information in your city for monitoring SDG 11?
  - What are the financial resources could be mobilized to make it happen?

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Let's get to WORK !