

Capture Team Action Plan Template

Johnstown's Vision 2025

Note: The goal of this document is to provide a template for writing a Capture Team Action Plan. This document should be used in conjunction with the Capture Team Manual that is available at www.johnstown25.com. For assistance in developing your Action Plan, contact admin@johnstownvision2025.com

Your Action Plan should include the following information:

1. **Purpose:** Why does our team exist? What are our short-term goals? What are our long-term priorities and objectives?
2. **Support:** Who are the people that are working on this project? List all persons, groups, businesses, youth, and professionals.
3. **Impact:** What will be different as a result of our efforts? Have there been previous efforts like ours, or is this completely new in Johnstown? What population will be affected by our efforts? Does our project affect a particular group such as youth, veterans, the elderly, or tourists? Does it affect specific communities such as downtown, Cambria City, or Moxham? What makes this project important, valuable, or sustainable?
4. **Feasibility:** How much time will it take to plan and implement this project? Can we develop a *loose* project timeline that will be realistically followed? Are there code, legal, or regulatory restraints?
5. **Resources:** Do we need funding, matching cash, in-kind services, grants, or other support? What professional services are required?
6. **Commitment:** Who will see this project through to completion? Identify a Team Leader, Team Members, Meeting Facilitator, and Scribe. Who needs to be informed of our efforts and how will we inform them? How often will we meet and what will we do when we meet? How will we have proper follow-up and monitoring of activities? How will we make decisions?
7. **Completion:** What is the end state of our efforts? Is this a date, an event, or some other objective? How will we measure our success?