



Elements of an Action Plan

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

1 Cover page

2 Executive summary or letter from your mayor or elected representative

3 Table of contents

4 Community profile

- a. Introduction to your community
- b. Demographic and diversity data (ages, ethnicities, drivers/nondrivers, owners/renters, etc.)
- c. Description of age-friendly features of the community

5 Introduction to the plan

- a. Mission statement
- b. A clear vision—toward an age-friendly community—and a set of values, including the voice of the 50-plus
- c. Description of who was involved in the development of the plan
 - i. List of planning committees or work groups, with affiliations
 - ii. Indication of how older adults and diverse populations will be included
- d. Brief summary of lessons from the community assessment
 - i. Description of how the age-friendly assessment was conducted (surveys, listening sessions, etc.)
 - ii. Demographics of residents who participated in listening sessions or surveys
 - iii. Key lessons that will impact plan
- e. Who will manage implementation of the plan
- f. Other key information, such as AARP Livability Index score

6 Domain-specific action plans

- a. The strategic framework—the eight domains of livability for planning
 - i. Goal or output
 - ii. Essential activities
 - iii. Target date for completion or each activity's beginning and ending dates
 - iv. Organization or individual responsible for each activity, plus collaborating organizations
 - v. Resources needed to complete each task in the action steps
 - vi. Indicators (and available baseline data) of progress toward 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, it must be submitted for review so that AARP and WHO can assess the plan outside its local context, offer suggestions about implementation or evaluation, and glean ideas to aid other communities. Afterward, the review team may make recommendations for strengthening the plan or simply endorse its 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>