

The backbone **organization** is responsible for:

* Coordinating activities of the group
* Building community support and partnerships
* Ensuring the initiative stays focused and moves forward
* Facilitating open communication and relationship building among partners

Though all initiative participants should be engaged in the development of goals and action items, the PHA/tribe is the backbone organization that coordinates all the moving pieces and keeps the program moving forward.

The Action Plan Implementation Template can serve as your blueprint for how you want to track your program goals and action items.

This document can be downloaded and edited according to the needs of your community.

**Action Plan Implementation Template**

ConnectHomeUSA uses the Collective Impact Framework to unite Public Housing Authorities (PHAs), tribes, community groups, and residents around the issue of digital inclusion. The PHA/tribe acts as the backbone support organization that leads the group through the various stages of the project.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Steps | | Lead | Target Start Date | | Target Completion Date | | Resources and Support | | | Barriers/Challenges | | | Status Update | |
| *What needs to be done to accomplish each goal.* | | *Who will lead each Action item?* | *When will work on this task begin?* | | *What is the target date that each task will be completed?* | | *Resources Available* | | *Resources Needed* | *What potential barriers do you foresee? How can you address them?* | | | *Are you on track to meet your completion deadline? What updates do you have?* | |
| Goal 1 | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 1* | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 2* | |  |  | |  | |  | |  |  | | |  | |
| *Action item 3* | |  |  | |  | |  | |  |  | | |  | |
|  |  | | |  | |  | |  | | |  |  | |  |
| Goal 2 | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 1* | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 2* | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 3* | |  |  | |  | |  | |  |  | | |  | |
|  |  | | |  | |  | |  | | |  |  | |  |
| Goal 3 | |  |  | |  | |  | |  |  | | |  | |
| *Action Item 1* | |  |  | |  | |  | |  |  | | |  | |
| *Action item 2* | |  |  | |  | |  | |  |  | | |  | |
| *Action item 3* | |  |  | |  | |  | |  |  | | |  | |
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