Action Plan for the implementation of a SRP in FUA XY

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| Template  |  |

This template should guide actors of a functional urban area (FUA) to design a regional action plan for setting-up and running a smart re-use park.

The template is structured in 4 sections:

1. Description of intended SRP
2. Action steps during set-up phase (especially those partners on PA2)
3. Action steps during implementation phase
4. Gantt-Diagram
5. Description of the intended SRP

*FUA, Actors, Activities, Organisation, Finances.*

1. Steps within set-up phase
	1. Organisation / Management

*E.g.: Steps to set-up management / organisation structures like regular stakeholder meetings*

* 1. Activities

*E.g.: Creation of a concrete list of activities that should be carried out during implementation phase; eventually steps to set-up certain activities to bring actors together etc…*

* 1. Marketing / Public relation

*E.g.: preparation of a platform / website; creation of PR materials to be ready at start of SRP implementation*

* 1. Finances

*E.g.: steps to acquire funds according to foreseen budget like applications at ministries etc.; establishing of a business / financial plan*

1. Actions during implementation phase
	1. Organisation / Management

*E.g. Describe which actions / activities will be carried out with regard to organisation / managing the SRP. Should there be a SRP-manager? What are his tasks? Will there be a advisory board that meets regularly? …*

* 1. Activities

*E.g. Plan the foreseen activities within the implementation phase: collection of re-useable goods, retail of re-use goods, repair activities, upcycling activities, workshops that will be carried out,…;*

* 1. Marketing / Public relation

*E.g.: Planning events, PR-measures,… What will be done (reflect with financial budget)?*

* 1. Finances

*E.g.: carrying out financial control and management,…*

1. Gantt-Diagram

*Follow the steps defined under chapter 2 (set-up phase) and 3 (implementation phase). This diagram is an example, but you can also use your own diagrams that you prefer to schedule the steps in a timely manner*

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| **Action** | **Task** | **Set-up Phase** | **Implementation Phase** |
| Organisation | Tbd |  |  |  |  |  |  |  |  |
| Activities | Tbd |  |  |  |  |  |  |  |  |
| Marketing | Tbd |  |  |  |  |  |  |  |  |
| Finances | Tbd  |  |  |  |  |  |  |  |  |