

MODULE 6: Strategic Action Planning & Monitoring Toolkit

Structured Implementation Framework for Sustainable & Inclusive Events

DIAGNOSTIC TOOL

SUSTAINABILITY + INCLUSION

SELF-ASSESSMENT

KULTINCLUSION PROJECT

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This toolkit converts diagnosis and redesign decisions into a measurable implementation system. It provides structured templates for priority selection, objective setting, indicator tracking, responsibility assignment, risk management, and progress monitoring across all phases of event planning and delivery.

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Strategic Priority Selection & SMART
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Dashboard Summary

1. Strategic Priority Selection

Select **three realistic and high-impact priorities** for the next edition of the event. Each priority should reflect the outcomes of your diagnostic review and redesign decisions. Prioritise actions that are within organisational capacity and have a measurable effect on sustainability and inclusion outcomes.

Category	Selected Priority	Why Selected?	Expected Impact (Low / Med / High)
Environmental			
Inclusion			
Organisational			

- Use this table to align your team on the most strategic areas of focus. Each selected priority will serve as the basis for a SMART objective on the following page. Ensure all three categories are represented to maintain a balanced approach across environmental, social, and governance dimensions.

2. SMART Objective Construction

Transform each selected priority into a structured **SMART objective**. Complete all five criteria before drafting the final objective statement. A well-formed SMART objective provides clarity of intent and a measurable basis for monitoring progress.

Priority 1

Specific:

Measurable:

Achievable:

Relevant:

Time-bound:

Final SMART Objective:

Priority 2

Specific:

Measurable:

Achievable:

Relevant:

Time-bound:

Final SMART Objective:

Priority 3

Specific:

Measurable:

Achievable:

Relevant:

Time-bound:

Final SMART Objective:

3. Indicator Definition & Baseline Tracking

Define **measurable indicators** for each priority. Indicators must link directly to SMART objectives and be verifiable through identified data sources. Record the current baseline value and the target to be achieved by the specified measurement date. A minimum of three to four indicators is expected.

Priority	Indicator	Baseline Value	Target Value	Data Source	Measurement Date
<i>Example: Environmental</i>	<i>Diesel fuel used (litres)</i>	<i>180 L</i>	<i>0 L</i>	<i>Supplier invoices</i>	<i>Post-event audit</i>

Guidance on indicator selection: Choose indicators that are objective, consistently measurable across editions, and linked to a reliable data source within your organisation's capacity to collect. Avoid indicators that require external data which may not be available in time for the monitoring review.

Additional notes on data collection methodology:

4. Implementation Phases & Accountability

Divide all planned actions across the four implementation phases. Assign a named responsible person for each action, set a clear deadline, note the anticipated budget impact, and record the current status. This matrix forms the core accountability record for the implementation cycle.

Action	Phase (Prep / Comm / Event / Post)	Responsible Person	Deadline	Budget Impact	Status

Prep
Pre-event preparation and procurement

Comm
Communication and participant-facing activities

Event
On-site delivery and live management

Post
Evaluation, reporting, and follow-up

Status options: Planned — not yet started | **In Progress** — currently being implemented | **Completed** — fully delivered and verified

5. Risk Anticipation & Contingency Planning

Anticipate the most significant obstacles to implementation and define concrete mitigation strategies before the event cycle begins. For each planned action, assess likelihood and impact, identify a preventive measure, and document a specific backup plan should the primary approach fail.

Action	Risk	Likelihood (Low/Med/High)	Impact (Low/Med/High)	Preventive Action	Backup Plan

📌 **⚠️ Priority escalation rule:** Any risk rated **High Likelihood + High Impact** requires an immediate mitigation plan before the implementation phase begins. Do not defer contingency planning for high-exposure risks. Assign a named owner and a resolution deadline.

Additional risk notes or dependencies:

6. Monitoring Overview Dashboard

Use this dashboard to summarise the overall implementation progress at each review point. Enter the estimated percentage completion for each strategic category and apply the traffic-light status. This summary should be completed at mid-point and again at the post-event review stage.

Progress Summary

Environmental Progress: %

Inclusion Progress: %

Organisational Progress: %

Overall Status:

Review Date:

Reviewed by:

Traffic-Light Status Key

● **Green — On Track**

Indicators are meeting or exceeding targets. No corrective action required at this time.

● **Yellow — Minor Delay**

Progress is behind schedule or below target. A corrective action plan should be initiated within the current phase.

● **Red — Immediate Attention Required**

Significant deviation from target. Escalate to responsible officer and revise implementation plan without delay.

Final Reflection

Are targets realistic and measurable?	Is accountability clearly assigned?

Planning transforms intention into measurable change.