



CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

Template: Work plan action grid

Brief description	A template action grid for the project team to set out the work plan, made up of actions or tasks, stakeholder responsible, resources, products or outputs, and timeline or deadline.
Expected outcome	The project team complete the action grid to have a clear view of tasks that need to be completed, together with who will complete them, using what resources, and by when.
Expected output	A completed work plan action grid, which can be updated throughout the CRFS process as some tasks are completed and new ones identified.
Scale of application	Project level
Expertise required	-
Examples of application	-
Year of development	2021
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Relevant CRFS Handbook modules; related tools, examples and activities	Inception module.

Full description and justification

This document is a template action grid for the project team to set out the work plan, made up of actions or tasks, stakeholder responsible, resources, products or outputs, and timeline or deadline.

The action grid is a helpful way to keep track of tasks, responsibilities, resources and deadlines, and can be updated as the project progresses.

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