

Anti-Racism Action Planning Template

This tool provides units (departments and divisions) with a template to document their plans for actions and initiatives that advance anti-racism and equity. After using this tool, units should have a clear understanding of how they will move their actions and initiatives forward. Additional tools and resources can be found at the [Anti-Racism at George Brown website](#).

Overview

Engaging in a proactive planning process that intentionally considers resources, infrastructure, incentives, and accountability needs will position your unit to advance anti-racism, equity, diversity, and inclusion (EDI) in a sustainable and iterative way. It can help to position your efforts as part of your unit's process of continuous improvement, rather than risk a far too common cycle in which equity, diversity, and inclusion action is organized reactively and only after a major negative event in relation to equity, diversity, and inclusion, thus limiting its effectiveness.

The process of articulating your unit's plan to advance anti-racism, equity, diversity, and inclusion has a number of benefits:

- It helps your planning team arrive at a common understanding of the vision and expectations of your anti-racism, equity, diversity, and inclusion work.
- It helps establish and strengthen the working relationships that underpin the success of your initiatives.
- It helps clarify how the work will get done, including roles and responsibilities.
- It provides the information needed to allocate resources (including personnel time) appropriately.
- It provides a reference point for the future.

While creating the plan is an important step, it is always important to remember that planning must be followed up by the action necessary to advance anti-racism and equity, diversity, and inclusion. Balance the amount of time and resources spent planning your initiatives with the time and resources needed to enact them. To move anti-racism and equity, diversity, and inclusion forward, the plan needs to be enacted (and resourced), reviewed and learned from, and adjusted as necessary.

Refining Your Action Ideas

Start with a short list of action ideas, for example, the outcomes of a brainstorming session, data analysis, an assessment tool, or a prioritization exercise.

Ensure your action items are framed as "SMART" goals:

- **S**pecific: Answers the "who, what, where, when, why" of this action.
- **M**asurable: Contains a clear signal for how you will know when the action has been completed.
- **A**chievable: Is realistic and something you can picture being accomplished, even if still aspirational.
- **R**elevant: Aligns with your local strategic plan, mission, or purpose, as well as with the UBC IAP.
- **T**ime-bound: Has a deadline or time frame.

Writing Your Action Plan

Decide on your planning team - who needs to be present and once decided, it may be useful to develop a Terms of Reference as a guiding document as to how the team will work together, what the vision for the work and high-level objectives. After creating your Terms of Reference, you should have a blueprint for getting your planning team up and running. The next step is to begin activities that will move the team's mandate forward. Many of the tools in the "Let's Get Started" Anti-Racism Primer are designed to be used by teams and units and will support dialogue, exploration and planning.

Anti-Racism and Equity-Informed Action Planning

During the process of developing your action plan, consider the questions below. Taking anti-racism and equity principles into account as part of your process of action planning will reinforce your goals of advancing anti-racism and equity. Some questions you might ask include:

- Whose voices and priorities are reflected in the action plan? Whose are missing?
- Has the process for developing the action plan included the input of those who will be most affected by the changes being proposed?
- Is the distribution of responsibilities in the action plan equitable? Are we providing adequate support to the individuals and groups who will be responsible for moving the plan forward?
- How will we ensure we follow through on this action plan? How will we communicate about our progress to those who these initiatives or actions affect?

After the Plan

After you have developed your action plan, develop a process to regularly refer back to your plan and assess whether tasks are progressing. For example, add it as a standing agenda item to a regular meeting, or set a follow up meeting date. You can also identify appropriate opportunities to communicate about progress on the plan within your unit and with the Office of Anti-Racism, Equity and Human Rights Services (OAREHRS). Tools like Envisio also offer support in keeping track of your department's progress.

In addition, keep in mind that an action plan (both those developed by you unit and the George Brown College's Anti-Racism Action Plan) are living documents. They can be adjusted as we go, based on new learnings and development.

2022–2024 Anti-Racism Action Plan (ARP) Template

Anti-Racism Action Idea(s)

The action idea may be drawn from a previous exercise such as a brainstorm session, tools from the Let’s Get Started Anti-Racism Primer (ex. use Unit Readiness tool), George Brown College Anti-Racism Action Plan, etc.

Rationale

Why is your team pursuing this action? Describe the reasons so that someone unfamiliar with the process up to this point would be able to understand.

SMART Action

Rewrite the action idea to be specific, measurable, achievable, relevant and time-bound.

ARP alignment

With which of the George Brown Anti-Racism Action Plan: Areas of Focus do your actions align?

Our Commitment

Our Culture and Climate

Our Capacity & Capabilities

Our Curriculum

Our Community

Other Strategic Alignments

Is the action aligned with any other strategic plans at George Brown College? If so, how?

Vision 2030/

Strategy 2022/2026

Indigenous Education

Strategies

Other:

Intended Change/Impact

What is the change or impact the unit/team hopes this action will contribute to?

Indicators of Success

What is the evidence the team/ unit will use to measure whether the actions are having the intended impact?

Review Date

Set a date in the future that the team/unit will return to this action plan to check on progress and adjust as needed.

Tasks/Steps What are the specific tasks or steps needed to ensure the actions are implemented?	Person or group responsible Who will carry out this task?	Resources needed (internal and external) What time, materials, space, etc. is needed?	Start date When will you start to work on this task?	End date By when should the task be completed?