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Your EDI Action Plan Template EDI Lighthouses Workshop

Action plans are essential tools which enable organisations to translate their commitment to DEI into tangible actions and measurable outcomes creating a clear path toward creating more inclusive and equitable workplaces.

Your Objective:

Thinking about the organisation in which you work identify a specific EDI initiative which you feel needs focus and identify the intended impact.

Success Factors:

Identify which of the five common success factors are most relevant to your initiative.

1. Nuanced Understanding of Root Causes
2. Meaningful Definition of Success,
3. Accountable and Invested Business Leaders,
4. Solution Designed for Context,
5. Rigorous Tracking and Course Correction

Action Steps:

Outline the specific steps you will take to implement the EDI activity. Be detailed and specific in your description.

Step 1: Describe the action step in detail.

- Success Factor: Indicate which success factor this step aligns with.
- Timeline: Specify the start and end dates for this step.

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- **Responsible:** Identify the individual or team responsible for this step.
- **Resources:** List any resources, budget, or support required.
- **Measurement:** Describe how you will measure the success of this step.

Step 2: Repeat the structure for each action step – use additional sheets as necessary.

Challenges & Mitigation:

Anticipate potential challenges you might face during implementation and how you plan to overcome them.

Challenge: Describe a potential challenge.

Mitigation: Explain how you plan to address or overcome the challenge.

Repeat the structure for each potential challenge.

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Progress Tracking:

Detail how you will track the progress of your DEI initiative.

Metrics/KPIs: List the specific metrics or Key Performance Indicators (KPIs) you will use to measure progress.

Tracking Frequency: Specify how often you will track and assess progress (e.g., monthly, quarterly).

Reporting: Describe who will be responsible for compiling and presenting progress reports.

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Commitment:

State your commitment to implementing the DEI initiative and the specific steps you will take to ensure its success.

Next Steps:

Outline the immediate actions you will take after completing this action plan.

Additional Notes:

Any additional notes or considerations relevant to your DEI initiative.