

## Module 3: Identification

# Activity Planning Table

### What is the tool

A tool to refine the planned Talent ID activities to increase alignment and accountability during strategic planning.

### Why use this tool

Long-term objectives and project plans need to be translated and integrated into a form that becomes the tangible support for all operational activities. This form is usually the yearly action plan that defines what will take place during the following 12-month period.

Regardless of how the period is defined, the principle of this tool remains the same, which is to set out and understand in advance which activities need to be carried out. Further, this tool will enable good coordination and efficient tracking of all Talent ID activities allowing for potential adjustments and evaluation of effectiveness. This should include clear deadlines, accountable individuals, and result indicators.

### When to use this tool

This tool can be used whenever there is a need to organize, execute, monitor, and evaluate activities (e.g., scouting) in a structured and efficient manner. This tool can be applied to understand each activity and ensure that all aspects are coordinated effectively.

### How to use this tool

There are many different ways that you can create an activity plan. One such way is an activity planning table, which is a simple table to document the key characteristics of the different activities that your football organisation will carry out. See below an example of how to complete this.

Objective	Activities	Deadline	Budget	Person(s) Responsible	Result Indicator
Identify talented players aged between 12 and 16 years	Organise a Talent ID event in the main regional town	XX.XX.20XX (year 2)		John Smith, in cooperation with regional stakeholders	80 boys and girls participated in the event and 15 potential talents were identified
	Attend the school football competition to identify talented players aged between 12 and 16 years	XX.XX.20XX (year 3)		Jane Bloggs, in cooperation with the Ministry of Education	10,000 boys and girls competed in the school football competition and 100 potential talents were identified

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