



Action Plan



Club	Automobile Club d'Italia (ACI) (*)	
Project	NO DROWSY DRIVING	
Start date	January 2014	
End date	December 2014	

See table 1

Project phase	Activity Code	Activity	Objectives / Deliverables	Duration	Start	End	Budget allocated
I.	A						
	B						
	C						
II.	D						
	E						
	F						
	G						
III.	H						
	I						
IV.	L						
	M						
	...						

See table 2

Project Timeline									
A				B					
				C	D	E	...		
January 2013								December 2013	

The **Action Plan** is a clear and detailed timeline of the projects objectives and phases of implementation. It indicates through which milestones the overall goal will be achieved and how different team members and partners will contribute to it.

Each **project phase** is composed by different complementary activities. **Activities** can be recorded with a simple code, like a letter, as reference. This reference can be used also in your Financial Plan and in the other templates. Each activity aims at producing concrete **deliverables** that contribute to the accomplishment of the final goal. Please specify the **duration** of each activity, indicating its start and end dates, and how much you intend to **spend** for each action. In the **project timeline**, you can indicate the yearly planning and succession of the phases of your project over time.



(*) organisations participating in the project on “Drowsiness and Safety in OSAS Patients”:

- ✓ Automobile Club d'Italia
- ✓ Provincial Automobile Clubs (Automobile Club d'Italia is a Federation of 107 Automobile Clubs)
- ✓ Organisations participating in the project on “Drowsiness and Safety in OSAS Patients” (TTI):
 - Interdisciplinary Association of Respiratory System Medicine (AIMAR)
 - Italian Association of Sleep Disorders Medicine (AIMS)
 - Medical Examiners of Public Local Sanitary Units Coordination (COMLAS)
 - Italian Society of General Medicine (SIMG)
 - Italian Society of Occupational Medicine and Industrial Hygiene (SIMLII)
 - Italian Society of Sleep Disorders Dental Medicine (SIMSO)
 - Italian Society of Neurology (SIN)
 - Italian Society of Otolaryngology (SIO)
 - Medical Units of the Italian Railways (RFI)

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Table 1 - Project phase and activity

Phase Code	Project phase	Activity Code	Activity	Objectives / Deliverables	Duration (days)	Start	End	Budget allocated (Euro)
I.	Analysing the phenomena of driver drowsiness and road accidents	A	Medical data	data base	30	1 january	30 january	2.000,00
		B	Road accidents data	data base	30	1 january	30 january	2.000,00
		C	Identification of actions to be carried out (screening, diagnosis, therapy)	metodology & format	45	15 january	28 february	3.000,00
		D	Identification of outputs (pre/post analysis, cost-benefit assessment)	metodology & format	60	15 october	15 december	3.000,00
II.	Deliverables	E	Paper (Brochure)	brochure, leaflet, ...	60	15 february	15 april	10.000,00
		F	Multimedia (Video)	videos	60	15 march	15 may	20.000,00
III.	Events organisation	G	Events Format	format	45	1 april	15 may	5.000,00
		H	Events logistics	format	45	15 april	30 may	5.000,00
		I	Staff training (medical, technical, ...)	staff training	45	15 may	30 june	5.000,00
IV.	National events	L	Launch of the initiative	press conference (*)	1	1 april	15 april	1.500,00
		M	Final event (presentation of the initiative results)	workshop (*)	1	15 december	30 december	3.000,00
V.	Local events to be held at 6 Provincial Automobile Clubs	N	Provincial Automobile Club 1	screening, diagnosis and therapy (3	1 september	15 september	5.000,00
		O	Provincial Automobile Club 2	screening, diagnosis and therapy (3	1 september	15 september	5.000,00
		P	Provincial Automobile Club 3	screening, diagnosis and therapy (3	15 september	30 september	5.000,00
		Q	Provincial Automobile Club 4	screening, diagnosis and therapy (3	15 september	30 september	5.000,00
		R	Provincial Automobile Club 5	screening, diagnosis and therapy (3	1 october	15 october	5.000,00
		S	Provincial Automobile Club 6	screening, diagnosis and therapy (3	1 october	15 october	5.000,00
total budget								89.500,00

(*) One day in the time range

(**) Three days in the time range

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Table 2 – Project timeline

Phase Code	Project phase	Activity Code	Activity	month	january 2014		february 2014		march 2014		april 2014		may 2014		june 2014		july 2014		august 2014		september 2014		october 2014		november 2014		december 2014		
				15-day period	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
I.	Analysing the phenomena of driver drowsiness and road accidents	A	Medical data		X	X																							
		B	Road accidents data		X	X												X											
		C	Identification of actions to be carried out (screening, diagnosis, therapy)			X	X	X																					
		D	Identification of outputs (pre/post analysis, cost-benefit assessment)																					X	X	X	X		
II.	Deliverables	E	Paper (Brochure)					X	X	X	X																		
		F	Multimedia (Video)							X	X	X	X																
III.	Events organisation	G	Events Format								X	X	X																
		H	Events logistics									X	X	X															
		I	Staff training (medical, technical, ...)										X	X	X														
IV.	National events	L	Launch of the initiative								X																		
		M	Final event (presentation of the initiative results)																									X	
V.	Local events to be held at 6 Provincial Automobile Clubs	N	Provincial Automobile Club 1																	X									
		O	Provincial Automobile Club 2																	X									
		P	Provincial Automobile Club 3																			X							
		Q	Provincial Automobile Club 4																			X							
		R	Provincial Automobile Club 5																				X						
		S	Provincial Automobile Club 6																					X					