

Model Action Plan for preparation for the Implementation of the Freedom of Information Act 2000

December 2003

Action Plan Summary

Action Plan	See Action
Now! if it has not been done already	
Appoint an information champion	L1
Appoint a project team	L2
Assess your overall preparedness	L3
By the beginning of Spring 2004	
Draw up a tailored project plan for your organisation	L4
Review records and follow the National Archives' records management MAP	I1
By the end of Spring 2004	
Appoint/train someone as records manager	I2
Review document format to facilitate release under the Act	S1
By the beginning of Summer 2004	
Plan and develop institution specific guidance	S2
Develop an internal communications strategy	T1
Analyse and develop the publication scheme	C1
By mid-summer 2004	
Analyse training needs and draw up and implement a training plan	T2
Develop networks nationally and locally	C2
Design external communications strategy	C3
By the end of summer 2004	
Contact third parties	C4
Develop monitoring procedures and examine systems	S3
Implement external communications strategy	C3
By Autumn 2004	
Review progress on training	T3
Review and evaluate	L5

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