

Activity

SELF-ASSESSMENT...



Objectives

- **Review knowledge of your organization's capabilities for safety management**
- **Identify gaps in key information and focus on key performance requirements and results**
 - If you identify topics for which conflicting, little, or no information is available, use these topics for future action planning



Activity Instructions

- Access the **Self-Assessment Worksheet** file
- Work individually or in small groups representing your organizations
- Type your responses into the Worksheet



Discussion

- **Do you think that this self-assessment will help your organization carry out its safety management responsibilities going forward?**
- **If you represent an ANSP, did this activity help you to understand regulatory requirements?**
 - Might it help you to improve your SMS processes?



Activity

AIR TRAFFIC SAFETY ACTION PLAN...



Objectives

- **Develop an action plan to address at least one of the gaps identified in your Air Traffic Safety Oversight Self-Assessment**
 - Prioritize gaps to determine the most important focus area(s) for the plan



What is an Action Plan?

- An **action plan** is a sequence of steps that must be taken, or activities that must be performed well, for a strategy to succeed¹
- **An action plan has three key elements:**
 - Specific tasks
 - What will be done and by whom?
 - Time horizon
 - When will it be done?
 - Resource allocation
 - What will you need to do it?

¹ Action Plan (<http://www.businessdictionary.com/definition/action-plan.html>)



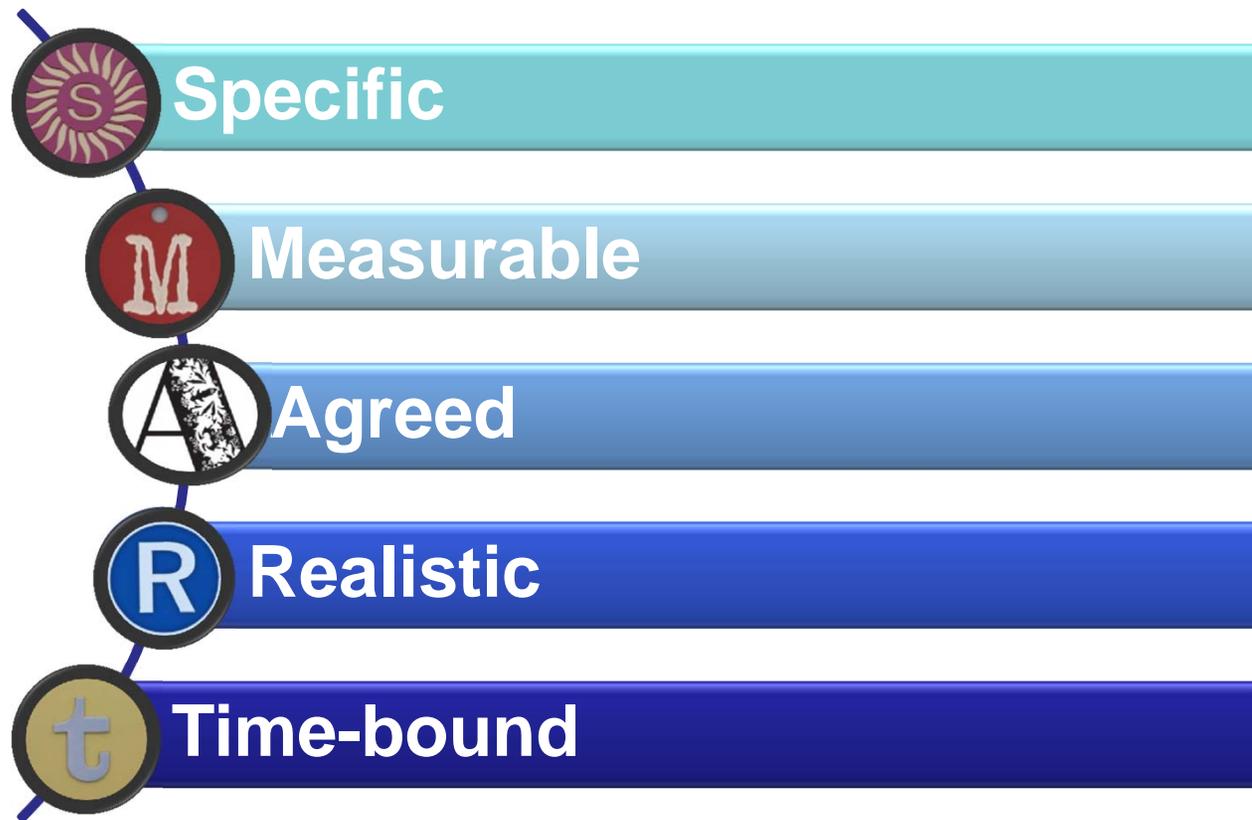
Steps to Successful Action Plans

- **State the problem and desired outcome**
 - Be mindful of project scope
- **Identify a responsible person**
 - Who will be responsible for the plan?
 - Who will be responsible for specific tasks?
- **Set SMART targets**
- **Use SCHEMES to review and double-check the plan**
 - Successful plans are clear and comprehensive
- **Update plans regularly**
 - Action plans are not static!



SMART Targets

- SMART targets are:

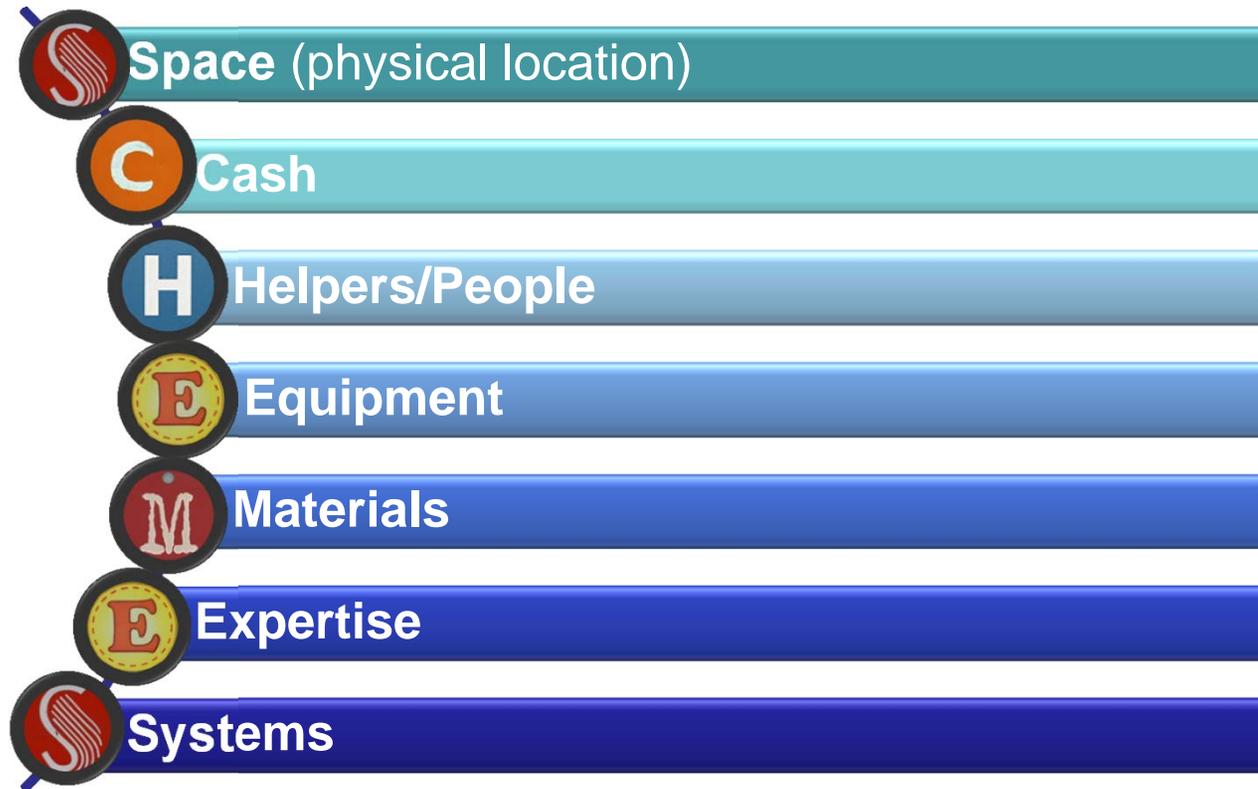


SMART Goals, by Duncan Haughey, PMP (<http://www.projectsmart.co.uk/smart-goals.php>)



SCHEMES

- Use **SCHEMES**¹ to double-check that your plan is comprehensive:



¹ Action Plans, Small Scale Planning (http://www.mindtools.com/pages/article/newHTE_04.htm)



Workshop Instructions

- Access the **Air Traffic Safety Oversight Action Plan** file
- Work individually or in small groups representing your organizations
- Type your responses into the Plan

