**Action plan (template)**

**Description of the tool:**

This template of an action plan was created in the course of SURFACE to assist project partners in planning the set-up and implementation phase of a Smart Re-Use Park. Therefore, it is a useful tool to plan in advance the single steps in relevant fields (finances, public relation, activities…).

**How to use it:**

The template can be used as a guide to think about necessary points of action to set-up and run a SRP. The actors in a functional urban area (FUA) or at least a leading partner can write down the steps and activities and use it like a project plan for the set-up and implementation phase. Once defined in can be shared between partners/actors and used as check instrument.