

# ACTION PLAN TEMPLATE

Who should be responsible for seeing to it that the goal is achieved?

Who else needs to work on the planning team?

What currently is being done to address the goal?

What must be done to achieve the goal?

- List each action to be taken, in the order that the actions should be taken, and the time required to take the action

<u>Actions</u>	<u>Time-Frame (for each action)</u>

What information is needed to achieve the goal?

What obstacles would prevent realization of the goal?

Goal?

Justification: Why is this a goal?

What would success in achieving the goal look like?

What is a desirable first step? That is doable and would indicate progress is being made? It may not be the first action listed.