

## Action Plan Template

**Directions:**

1. Using this form as a template, develop a separate action plan for each identified goal
2. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new work plans for new phases of your reform effort.

**Goal:**

**Results/Accomplishments:**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Communications Plan</b> <i>Who is involved? What methods? How often?</i>	<b>Resources</b> <i>A. Resources Available</i> <i>B. Resources Needed</i>	<b>Estimated Costs/Funds Requested</b>
<b>Step 1:</b>				<b>A.</b>  <b>B.</b>	
<b>Step 2:</b>				<b>A.</b>  <b>B.</b>	
<b>Step 3:</b>				<b>A.</b>  <b>B.</b>	
<b>Step 4:</b>				<b>A.</b>  <b>B.</b>	
<b>Step 5:</b>				<b>A.</b>  <b>B.</b>	

**Evidence Of Success** *(How will you know that you are making progress? What are your benchmarks?)*

**Evaluation Process** *(What steps will your local take to maintain or build upon successes)*