Action Plan Template

Purpose: To create a "script" for your improvement effort and support implementation.

Materials: Poster paper, pens, multiple copies of this template.

Directions: 1. Using this form as a template, develop an action plan for each goal identified through the needs assessment process. Modify the form as needed to fit your unique context.

2. Copy the action plan on to poster board and display in a central area.

3. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new action plans for new phases of your reform effort.

Goal

Improvement Strategies

Tasks/Action Steps What Will Be Done?	Responsibilities Who Will Do It?	Resources (Funding/Time/People/Materials)	Timeline By When? (Day/Month)
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

Action plan review and update

Results/Accomplishments Next Steps Date	Next Steps	Date

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