

**Goal:**

**Results/Accomplishments:**

| <b>Action Steps<br/>What Will Be<br/>Done?</b> | <b>Responsibilities<br/>Who Will Do It?</b> | <b>Timeline<br/>By When?<br/>(Day/Month)</b> | <b>Resources<br/>A. Resources Available<br/>B. Resources Needed (financial,<br/>human, political &amp; other)</b> |
|--|---|--|---|
| Step 1:  |   |  | A.<br><br>B.  |
| Step 2:  |   |  | A.<br><br>B.  |
| Step 3:  |   |  | A.<br><br>B.  |
| Step 4:  |   |  | A.<br><br>B.  |
| Step 5:  |   |  | A.<br><br>B.  |

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

**Evaluation Process** *(How will you determine that your goal has been reached?)*