

## Action Plan Template

**Purpose:**

- Directions:**
- 1.
  - 2.
  - 3.

**Goal:**

**Results/Accomplishments:**

Action Steps	Responsibilities	Timeline	Resources	Potential Barriers	Communications Plan
Step 1:			A. B.	A. B.	
Step 2:			A. B.	A. B.	
Step 3:			A. B.	A. B.	
Step 4:			A. B.	A. B.	
Step 5:			A. B.	A. B.	

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

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