
ACTION PLAN TEMPLATE

Use the following chart for each project/initiative that is planned

FOCUS AREA/DOMAIN _____

A: PROJECT NAME: _____

<u>Strategies</u> <i>How are we going to do it?</i>	<u>Resources</u> <i>What we have</i> <i>What we need</i>	<u>Potential Partners</u> <i>Who will work with us?</i>	<u>Tasks Assignment</u> <i>Who leads, who else helps?</i>	<u>Priority & Timelines</u> <i>(1 month, 3 mo., 6 mo., 1 year)</i> <i>Priority – Low, Medium, High</i>

B: LIST OF DESIRED OUTCOMES

Evaluation of Progress Made

Short Term		
Intermediate Term		
Long Term		

C: PROGRESS AND EVALUATION

Date	Progress of the Initiative/Action – What has happened so far?	Evaluation – What went well, problems, learnings

