
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> |
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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 |
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