

# ACTION PLAN WORKSHEET

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

Focus Area/Domain: \_\_\_\_\_

A: Project Name: \_\_\_\_\_

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

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<b>B: LIST OF DESIRED OUTCOMES</b>		<b>Evaluation of Progress Made</b>
<b>Short Term</b>		
<b>Intermediate Term</b>		
<b>Long Term</b>		

**C: PROGRESS AND EVALUATION**

<b>Date</b>	<b>Progress of the Initiative/Action</b> <i>What has happened so far?</i>	<b>Evaluation</b> <i>What went well, problems, learnings</i>