

ACTION PLAN WORKSHEET

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

Focus Area/Domain: _____

A: Project Name: _____

Strategies <i>How are we going to do it?</i>	Resources <i>What we have</i> <i>What we need</i>	Potential Partners <i>Who will work with us?</i>	Tasks Assignments <i>Who leads? Who helps?</i>	Priorities & Timelines <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 <i>What has happened so far?</i>	Evaluation <i>What went well, problems, learnings</i>