

# Tool 15: Action Plan Template

**Purpose:** To create a “script” for your improvement effort and support implementation.

**Materials:** Poster paper, pens, multiple copies of this template.

- Directions:**
1. Using this form as a template, develop an action plan for each goal identified through the needs assessment process. Modify the form as needed to fit your unique context.
  2. Copy the action plan on to poster board and display in a central area.
  3. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new action plans for new phases of your reform effort.

<b>Goal</b>			
<b>Improvement Strategies</b>			
<b>Tasks/Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Resources</b> <i>(Funding/Time/People/Materials)</i>	<b>Timeline</b> <i>By When? (Day/Month)</i>
1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
<b>Implications For Professional Development</b>			
<b>Implications For Family Involvement</b>			
<b>Evidence Of Success</b> <i>(How will you know that you are making progress? What are your benchmarks?)</i>			
<b>Evaluation Process</b> <i>(How will you determine that your goal has been reached? What are your measures?)</i>			

**Continuous Improvement Plans**  
*(Action plan review and update)*

<u>Results/Accomplishments</u>	<u>Next Steps</u>	<u>Date</u>
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