Action Plan Template

Goal: (Identified goal you are addressing with this strategy)

Action Steps	Person(S) Partners Responsible	Resources Needed Internal/External	Progress Indicated at Benchmark	Completion Date	Evidence of Improvement
What you'll need to do to implement the strategy	Who is responsible for carrying out each action step	What resources (i.e. financial, capacity, support) you'll need both internally and externally to complete each action step	How you know that you have made progress on each action step	When you expect to complete each action step	The result of completing each action step