

Action Plan Template

Issue <i>(Please describe the issue you're addressing. Think about less-to-more issues, principals for effective PD and strategies for professional learning.)</i>					
Goal <i>(Be sure to write "SMART" goals (specific, measurable, attainable, relevant and time-sensitive).)</i>					Completion Date:
Action Steps <i>(What will you do?)</i>	Responsibility <i>(Who will do it?)</i>	Timeline <i>(By when?)</i> <i>MM/YYYY</i>	Resources <i>(list financial, human, organizational, other)</i> <i>A. Resources available</i> <i>B. Resources needed</i>	Communication <i>(Identify who needs to know about the action, and what ways you will keep them abreast of information)</i>	Potential Barriers <i>(What are the potential challenges you face? How will you overcome them?)</i>
Step 1:			A. B.		
Step 2:			A. B.		
Step 3:			A. B.		
Step 4:			A. B.		
Step 5:			A. B.		