

ACTION PLANNING TEMPLATE

Action Plan Focus:

Describe the main problem being addressed. If this is a strength you wish to sustain, describe your agency's strength:

Explain what is potentially causing this problem. If focused on a strength, describe what factors enabled your agency to shine in this area:

Define success or the desired outcome upon completion of action steps below. Be sure to include specific measures that indicate success:

Primary Action Planning Team (note lead and members):

Action Steps

Actions to be Taken	Key Deliverables	Start Date/ End Date	Responsible Party (Parties)	Budget, Resources, and Approvals Needed
<i>Describe each specific step/task that needs to occur to achieve the desired outcome.</i>	<i>Describe all deliverables that are needed for each action step.</i>	<i>Set a realistic timeframe for the completion of each step. Be as specific as possible (e.g., provide actual dates instead of FY quarters).</i>	<i>Identify who is accountable for completion of each step. Also, identify key stakeholders.</i>	<i>Identify available funding, as well as approvals needed from leadership, labor unions, and other stakeholders.</i>