**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:

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

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

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**Primary Action Planning Team (note lead and members):**

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### Action Steps

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