

Action Plan Template

Using the insight discovered through this process, create an action plan outlining your top goals, action steps, and timelines. Complete the action plan collaboratively with your team, reaching consensus on priority goals. Every partner represented on your team should have a role in completing the identified action steps; the coordinator should not be responsible for the completion of all tasks.

Major Action Steps	Completion Date	Lead Staff	TA Needed
Goal 1:			
Necessary Partners:			
Goal 2:			
Necessary Partners:			

Major Action Steps	Completion Date	Lead Staff	TA Needed
Goal 3:			
<i>Necessary Partners:</i>			