

Action Planning Template

GOAL:	RATIONALE:
STRATEGY:	

ACTION STEPS	EVIDENCE	TIMELINE	COORDINATOR	PARTICIPANTS	EXTERNAL SUPPORT	RESOURCES
Describe the specific action steps that will be implemented to support of the goal and strategy above.	Indicate the data and evidence that will be collected and how it will be tracked and analyzed.	Indicate when the proposed action steps will be carried out and when they will be completed.	Name the lead coordinator and supply any relevant information about the role.	List the names of additional participants and describe their roles in the process.	Indicate what role (if applicable) any external support provider will play in carrying out the action step	List the financial and material resources that will be needed to carry out the action step.