

Action Plan

A well-developed goal is specific, measureable, actionable, realistic and time-bound. Complete the template below for each well-developed goal. Be sure to include how you will assess the progress of the goal. If after assessing the goal, you find changes need to be made to the goal or action steps, note these in the alterations section.

Goal Statement				
Action Step	Responsible Party	Required Resources (team members, technology, funding, etc.)	Date to Begin	Due Date
Assessment		Alterations		