

## Template of an Action-Planning Pro-forma

**Purpose:** To create a “script” for your improvement effort and support implementation.

- Directions:**
1. Using this form as a template, develop a work plan for each goal identified through the need’s assessment process. Modify the form as needed to fit your unique context.
  2. Distribute copies of each work plan to the members of the collaboration.
  3. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new work plans for new phases of your reform effort.

**Goal:**

**Results/Accomplishments:**

<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When?</i> <i>(Day/Month)</i>	<b>Resources</b> <i>A. Resources Available</i> <i>B. Resources Needed (financial, human, political &amp; other)</i>	<b>Potential Barriers</b> <i>A. What individuals or organizations might resist?</i> <i>B. How?</i>	<b>Communications Plan</b> <i>Who is involved?</i> <i>What methods?</i> <i>How often?</i>
<b>Step 1:</b>			A.  B.	A.  B.	
<b>Step 2:</b>			A.  B.	A.  B.	
<b>Step 3:</b>			A.  B.	A.  B.	
<b>Step 4:</b>			A.  B.	A.  B.	
<b>Step 5:</b>			A.  B.	A.  B.	

**Evidence of Success** (*How will you know that you are making progress? What are your benchmarks?*)

**Evaluation Process** (*How will you determine that your goal has been reached? What are your measures?*)