



# **Making an Impact**

## **Handout 2 I**

## **Action Plan**

**Example of an Action-planning Pro-forma**

<b>Objective:</b>			
<b>Standards:</b>			
<b>Responsible:</b>		<b>Starting date</b>	
<b>Priority:</b>		<b>Due date:</b>	
<b>Control checkpoints:</b>			
<b>Steps (What, where, how, resources, etc. sub-objectives)</b>	<b>When</b>		<b>Who</b>
	<b>Start</b>	<b>End</b>	
1.			
2.			
3.			