

Action Plan



Pillar:			
Outcome:			
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Be sure to break your actions down into very specific steps - planning in detail now will help your team be successful. Update your action plan each time your team meets.

Action What needs to be done?	By Whom Who will take action?	By When By what date will the action be done?	Communication Does this need to be communicated? If yes, what is the communication plan?	Success Indicator/Milestones How can you measure/ demonstrate that an action was implemented as intended?	Progress Not started, In progress, Date Completed	Notes and Updates