

Action Plan Template

Goal:			
<p style="text-align: center;">Tasks/Action Steps <i>What will be done?</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<p style="text-align: center;">Responsibilities <i>Who will do it?</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<p style="text-align: center;">Resources <i>Funding/Time/People/Materials</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5. 	<p style="text-align: center;">Timeline <i>By when? (date)</i></p> <ol style="list-style-type: none"> 1. 2. 3. 4. 5.
Implications for Professional Development:			
Implications for Family Involvement:			
Evidence of Success: <i>(How will you know you are making progress? What are your benchmarks?)</i>			
Evaluation Process: <i>(How will you determine that your goal has been reached? What are the measurement outcomes identified?)</i>			