Action Plan Outline

(one form for each goal)

**Priority Need/SMART Goal:**

**Strategy:**

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| **Action Step Number** | **Activities to Implement this Strategy and Achieve this Goal**  What actions will occur?  What steps will the staff take? | **Professional Development**  How will the staff acquire the necessary skills and attitudes to implement the activity? | **Family Engagement**  How will families and the community be involved to implement the activity? | **Timeline**  What dates will this action begin and end? | **Resources Available**  What are the existing resources and funding sources that will be used to accomplish the activity? | **Resources Still Needed**  What are the resources needed that are not currently in the budget? | **Who is Responsible/ Involved?**  Who will provide the leadership? Who will do the work? |
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**Root Cause/Rationale for Strategy:**