

Action-Planning Template

Goal:	Date:
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What actions need to be completed?	What steps are necessary to carry out the action?	When will each step begin and end?	Who will be responsible for each step?	What existing resources* are available?	What additional resources* are necessary?

*Resources could include professional development, curriculum, instructional materials, assessment tools, time, and so on. Consider both internal and external resources.

How will we evaluate progress toward these goals? _____

When will we evaluate these goals? _____

Who will be responsible for the evaluation? _____

Who will be involved in the evaluation? _____
