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| Agenda: | To create a “script” for your improvement effort and support implementation. |
| Usage: | **1. Using this form as a template, develop a work plan for each goal identified through the needs assessment process.****Modify the form as needed to fit your unique context.****2. Distribute copies of each work plan to the members of the collaboration.****3. Keep copies handy to bring to meetings to review and update regularly. You may decide to develop new work plans for new phases of your reform effort.** |

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| Action StepsWhat Will BeDone? | ResponsibilitiesWho Will Do It? | TimelineBy When?(Day/Month) | ResourcesA. Resources AvailableB. Resources Needed (financial,human, political & other) | Potential BarriersA. What individuals orOrganizations might resist?B. How? | Communications PlanWho is involved?What methods?How often? |
| Step 1: |  |  | **A.****B.** | **A.****B.** |  |
| Step 2: |  |  | **A.****B.** | **A.****B.** |  |
| Step 3: |  |  | **A.****B.** | **A.****B.** |  |
| Step 4: |  |  | **A.****B.** | **A.****B.** |  |
| Step 5: |  |  | **A.****B.** | **A.****B.** |  |

**Action Plan Format**