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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 Steps  What Will Be  Done? | Responsibilities  Who Will Do It? | Timeline  By When?  (Day/Month) | Resources  A. Resources Available  B. Resources Needed (financial,  human, political & other) | Potential Barriers  A. What individuals or  Organizations might resist?  B. How? | Communications Plan  Who 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**