

Action Plan

Priority 1: (Category of focus)

Goal 1: (Projected state of affairs)

OBJECTIVE ①

Objective 1.1 (Goal-related outcomes in specific and measurable terms)

- **Success measures** (Can be measures of progress toward the objective)

Objective 1.2

- **Success measures**

STRATEGIES	ACTIONS	PERSON(S) RESPONSIBLE L=Lead, M=Manage, I=Implement	TIMELINE		
			Y1	Y2	Y3

Resources Required

(Human, partnerships, financial, infrastructure or other)

Monitoring/Evaluation Approaches

(Track/monitor progress)

OBJECTIVE 2

Objective 2.1

- Success measures

Objective 2.2

- Success measures

STRATEGIES	ACTIONS	PERSON(S) RESPONSIBLE L=Lead, M=Manage, I=Implement	TIMELINE		
			Y1	Y2	Y3

Resources Required

Monitoring/Evaluation Approaches

OBJECTIVE 3

Objective 3.1

- Success measures

Objective 3.2

- Success measures

STRATEGIES	ACTIONS	PERSON(S) RESPONSIBLE L=Lead, M=Manage, I=Implement	TIMELINE		
			Y1	Y2	Y3

Resources Required

Monitoring/Evaluation Approaches

Action Plan: Terms

	TERM	DEFINITION/DESCRIPTION
 <p>Strategic Plan</p>	Priority	A category of focus.
	Goal	A projected state of affairs that a person or a system plans or intends to achieve. Identifies in broad terms how your initiative is going to change things in order to solve the problem you have identified. A result that one is attempting to achieve.
	Objective	Objectives articulate goal-related outcomes in specific and measurable terms. Objectives are narrow, precise, tangible, and concrete. Objectives are SMART (specific, measurable, achievable, relevant, time-phased)
	Success Measures	Measure(s) of progress toward the objective. These measures ultimately let your team know if the plan was successful in impacting the objective. This may help you identify activities that are useful in meeting your objective(s), and those that are not. Success measures are NOT how you will know that the strategy has been implemented.
	Strategies	A strategy describes your approach to getting things done. It is less specific than action steps but tries broadly to answer the question, “How can we get from where we are now to where we want to be?” The best strategies are those which have impact in multiple areas, also known as leverage or “bang for the buck.”
 <p>Action Plan</p>	Actions	The actions/activities outline the specific, concrete steps you will take to achieve each strategy. It is best to arrange these chronologically by start dates.
	Person(s) Responsible	Identify by name the key person(s)/group(s)/department(s) that will lead the activity, provide support for the work, and implement the strategy.
	Timeline	State the projected date of completion for each activity (e.g., by quarter and/or year)
	Resources Needed	The partnerships or other resources (human, financial, infrastructure, etc.) required for successful implementation of the strategies and activities.
	Monitoring/Evaluation Approaches	The approaches you will use to track and monitor progress on strategies and activities (e.g., quarterly reports, participant evaluations from training).