

Action Planning Worksheet

General Information

Project/Goal Title:

Date:

Responsible Person/Team:

Supervisor/Manager:

Goal Definition

Specific Goal:

Objective of Goal:

Why is this goal important?

Action Steps

Action Step 1:

Description:

Responsible Person(s):

Resources Needed:

Deadline:

Status: Not Started In Progress Completed On Hold

Action Step 2:

Description:

Responsible Person(s):

Resources Needed:

Deadline:

Status: Not Started In Progress Completed On Hold

Milestones

Milestone 1:

Description:

Expected Completion Date:

Milestone 2:

Description:

Expected Completion Date:

Barriers and Solutions

Barrier and Solution 1:

Potential Barrier:

Proposed Solution:

Barrier and Solution 2:

Potential Barrier:

Proposed Solution:

Monitoring and Evaluation

Measurement of Success:

Criteria:

Method of Evaluation:

Regular Review Dates

First Review:

Subsequent Reviews:

Additional Notes/Comments

Signatures

Responsible Person/Team Leader:

Date:

Supervisor/Manager Approval:

Date: