

# 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				
<b>Action Step 1:</b>				
Description:				
Responsible Person(s):				
Resources Needed:				
Deadline:				
Status:	Not Started	In Progress	Completed	On Hold
<b>Action Step 2:</b>				
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: