

**Action Plan Template**

**Goal:**

- 1. Provide clear direction/guidance and state desired results/intentions.
- 2. Describe the end result toward which effort is directed.

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**Objective:**

- 1. Specify result to be achieved
- 2. Describe a result that is measurable
- 3. Set the time frame.

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**Activity Statement (in one sentence):**

- 1. Describe the activity.
- 2. State how it will be accomplished.
- 3. Describe the desired outcome or level of performance.
- 4. List the resources required to complete the activity.
- 5. Identify who is responsible.
- 6. Set completion date.

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