**Action Plan Template**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Issue** *(Please describe the issue you’re addressing. Think about less-to-more issues, principals for effective PD and strategies for professional learning.)* | | | | | | |
|  | | | | | | |
| **Goal** *(Be sure to write “SMART” goals (specific, measurable, attainable, relevant and time-sensitive.)* | | | | | **Completion Date:** | |
|  | | | | |  | |
| **Action Steps**  *(What will you do?)* | **Responsibility**  *(Who will do it?* | **Timeline**  *(By when?) MM/YYYY* | **Resources**  *(list financial, human, organizational, other)*   1. *Resources available* 2. *Resources needed* | **Communication**  *(Identify who needs to know about the action, and what ways you will keep them abreast of information)* | **Potential Barriers**  *(What are the potential challenges you face? How will you overcome them?)* |
| **Step 1:** |  |  | **A.**  **B.** |  |  |
| **Step 2:** |  |  | **A.**  **B.** |  |  |
| **Step 3:** |  |  | **A.**  **B.** |  |  |
| **Step 4:** |  |  | **A.**  **B.** |  |  |
| **Step 5:** |  |  | **A.**  **B.** |  |  |