**Action Plan Template**

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| **Issue** *(Please describe the issue you’re addressing. Think about less-to-more issues, principals for effective PD and strategies for professional learning.)* |
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| **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.** |  |  |