

ACTION PLAN FORM

Community:

Name:

Write your improvement goal in the box below: A well-written goal is focused and stated in simple, measurable terms.

Action Steps <i>What will be done?</i>	Responsible Parties <i>Who will do it?</i>	Needed Resources <i>(Funding/Materials)</i>	Date <i>By when?</i>	Actual Complete Date
1				
2				
3				
4				
5				