**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.** |  |  |