**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.** |  |  |