

Action Plan Worksheet

Recommendations: Describe the strategies selected from the Activity Prioritizing Tool.

Activities: List the activities required to meet the recommendation.

Time: How much time and effort would be needed to implement the recommendation?

Materials, Resources, and Personnel: List the individuals who will do the work, as well as resources and tools to get the job done.

Time Frame: When will implementation begin? How long will it take to finish?

Evaluation: How will you measure your successes and/or obstacles?

Recommendation	Activities	Materials, Resources, and Personnel	Time Frame	Evaluation	Comments