

ACTION PLANNING TEMPLATE

Goal:

Objective:

Team Members:

Our team will meet again to discuss this topic area and our progress on _____ (date) at _____ (time).

Future check-ins will occur: daily / weekly / bi-weekly / monthly Until _____ (date)

We will meet: in person / by phone / via email at _____ (time) on _____ (day of the week, e.g., Friday).

HOW DO WE MAKE THIS HAPPEN?

ACTION STEPS	RESOURCES NEEDED	DELIVERABLES	PERSON(S) RESPONSIBLE	DATE TO BE COMPLETED	STATUS	COMMENTS
					<input type="checkbox"/> Not started <input type="checkbox"/> In planning <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
					<input type="checkbox"/> Not started <input type="checkbox"/> In planning <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
					<input type="checkbox"/> Not started <input type="checkbox"/> In planning <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
					<input type="checkbox"/> Not started <input type="checkbox"/> In planning <input type="checkbox"/> In progress <input type="checkbox"/> Complete	
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