

Goal:

Results/Accomplishments:

Action Steps What Will Be Done?	Responsibilities Who Will Do It?	Timeline By When? (Day/Month)	Resources A. Resources Available B. Resources Needed (financial, human, political & other)
Step 1:			A. B.
Step 2:			A. B.
Step 3:			A. B.
Step 4:			A. B.
Step 5:			A. B.

Evidence of Success (*How will you know that you are making progress?*)

Evaluation Process (*How will you determine that your goal has been reached?*)