Action Plan Template

Recommendation:

1. Why was this recommendation made? (Summarize)

2. What data supports the recommendation?
    a. Quantitative (summarize, use bulletpoints)

    b. Qualitative (summarize, use bulletpoints)

3. What are the goals that must be achieved to implement the recommendation?

    Remember: Goals must be SMART!

SMART Goals	Who is responsible for leading?	What steps must be taken to meet the goal?	How will you know when the goal is achieved?	How long do you think it will it take to meet the goal?

4. What are the anticipated risks/barriers to meeting goals?

5. What are some proposed solutions to the anticipated risks/barriers to meeting goals?
    a. Revisit the goal matrix above. Do you need to add any goals/steps to the list?

6. What organizations/agencies are needed at the table to meet goals and implement the recommendation?

Local Organizations/Agencies	Specific Asks/Role
State Organizations/Agencies	Specific Asks/Role

7. What individuals are needed at the table to meet goals and implement the recommendation? (Individuals)

Local Individuals	Specific Asks/Role
State Individuals	Specific Asks/Role

8. What funding would it take to implement this recommendation?

Local	State	Private

9. Are there other community groups, agencies, organizations, or individuals working on similar or related goals/recommendations? If so, list them below.

a. What lessons have they learned that might be helpful to your Council members?
b. Which partnerships can be leveraged to support your Council's goals/recommendation?

10. How will you know when the recommendation is fully implemented?

11. What do you predict will happen if this recommendation is implemented?

12. Is there anything that came up during discussions that does not fit into an existing question but is important to note?