

## 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 and the resources and tools they need 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 misfortunes?

RECOMMENDATION	ACTIVITIES	MATERIALS, RESOURCES, and PERSONNEL	TIME FRAME	EVALUATION	COMMENTS:

## Action Plan Worksheet

RECOMMENDATION	ACTIVITIES	MATERIALS, RESOURCES, and PERSONNEL	TIME FRAME	EVALUATION	COMMENTS: