

## Action Planning Template

**Action Committee:**

**Members of Action Committee:**

**Project:**

**Purpose of Project:**

ACTION ITEMS	BY WHOM	BY WHEN	RESOURCES AND SUPPORT AVAILABLE / NEEDED		POTENTIAL BARRIERS	COMMUNICATION PLAN FOR IMPLEMENTATION	IMPACT
WHAT ARE THE CRITICAL STEPS?	Who will take actions and make decisions?	By what date will the action be done?	Resources Available	Resources Needed (financial, human, political, and other)	What potential barriers exist? How will we deal with these barriers?	What individuals and organizations should be informed about / involved with these actions?	What individuals/organizations will be impacted by the completion of the action item? How will they be impacted?

**Time Frame:**