

Action Plan Template

Identify up to three opportunities for improvement that would be beneficial to you or your group.

	Goal
1. What is the opportunity or gap?	
2. Who will lead the change?	
3. Who will help implement the change and how will they need help?	
4. How will you identify the root causes of the issue?	
5. Considering root causes, what is a potential intervention which may be tested to improve the challenge you are facing?	
6. What resources are needed?	
7. What is the timeline?	
8. What barriers may compromise success?	
9. What strategies will you employ to mitigate the barriers identified?	
10. How will achieving the goal be identified or measured?	
11. What strategies will you employ to evaluate and sustain the change?	