

Action Planning Worksheet

Vision Theme:		Project:			
Purpose of Project:			Time frame for completion:		
Members of Task Group:					Date:
Critical Steps	Who will be involved & make Decisions (names)	Resources	Information and assistance needed	Time to do task	How we'll know we've successfully accomplished task
What difficulties do we anticipate and how will we deal with them (or put them on the agenda)?					
How will we deal with unanticipated difficulties?					

Project leader:	Phone:
-----------------	--------

Next meeting date:

30 day goal:

Responsibility—who will carry out task	Strategy—how will task be carried out	When must decisions be made	How will decisions be made	Other notes
--	---------------------------------------	-----------------------------	----------------------------	-------------

--	--	--	--	--