

_____ Committee Action Plan

Use this template to put your strategic plan into action. Insert the goal for which you are responsible and begin to map out actionable steps to achieve that goal. Focus on achievable activities in the next 12 months.

Goal:

Action Step <i>What needs to be done?</i>	Responsible Person <i>Who will complete this step?</i>	Deadline <i>When should this step be completed?</i>	Necessary Resources <i>What do you need in order to complete this step?</i>	Potential Challenges <i>Are there any potential challenges that may impede completion?</i>	Result <i>How will you know you have been successful?</i>

