

Take Action!

Implementation Task 19: Completing Your Action Plan

Review Module 8, then complete a strategic action plan. For each objective and its corresponding goals listed in Implementation Task 14, list the tasks necessary to accomplish each goal, the person responsible, the targeted completion date, the resources required, and the benchmarks to track progress. Make enough copies of this task to cover all of your strategic objectives.

Objective:	
Goal 1:	
Task 1:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 2:	
	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 3:	
	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:

Goal 2:	
Task 1:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 2:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 3:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 4:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:

Goal 3:	
Task 1:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 2:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 3:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 4:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:

Goal 4:	
Task 1:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 2:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 3:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:
Task 4:	Assigned To:
	Completion Date:
Resources Required:	
Benchmarks:	Target Dates:

Notes