**

**Developing an Action Plan**

**Evaluation Tool and Action Plan**

**Directions:** Place a check in the interactive box to evaluate the quality of your action plan and list any future considerations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **Future Considerations** |
| **Goal(s):** The goal(s) in the plan is clear and achievable in one year.  | [ ]  | [ ]  |  |
| **Objectives**: Objectives in the plan are directly related to a goal *(e.g. alignment of personnel standards)* | [ ]  | [ ]  |  |
| **Activities:** Activities in the plan are directly related to an objective (*e.g. survey IHE programs*) | [ ]  | [ ]  |  |
| **Sequence:** Each objective and activity are logically sequenced for achievement of a goal | [ ]  | [ ]  |  |
| **Criteria:** Each objective and activity include clear and measurable criteria for achievement | [ ]  | [ ]  |  |
| **Timelines for Completion:** Each objective and activity include a measurable timeline for milestones, data collection, completion and achievement | [ ]  | [ ]  |  |
| **Resources Needed:** Each objective and activity include a description and list of resources needed for meeting criteria, timelines and achievement | [ ]  | [ ]  |  |
| **Person(s) Responsible:** Each objective and activity include a designated person or group who will be responsible for completing the objective and/or the activity | [ ]  | [ ]  |  |
| **Progress Monitoring:** Each objective and activity includes a schedule for progress monitoring of benchmarks and outputs to facilitate the revision of the action plan (as necessary) | [ ]  | [ ]  |  |
| **Evaluation:** Each goal(s) on the action plan will have a data collection schedule to document, measure, and analyze all outputs and results/outcomes This is a product of the Early Childhood Personnel Center (ECPC) and was made possible by Cooperative Agreement #H325B170008 which is funded by the U.S. Department of Education, Office of Special Education Programs. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government. | [ ]  | [ ]  |  |

*Purpose with Passion*



**Leadership Action Plan**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Afiliation:** | **Period Covered:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goals/Objectives/Activities** | **Person(s)** **Responsible** | **Resources (Needed)** | **Outcome** | **Projected Date of Completion** | **Criteria for Success** |
| **GOAL 1.** |  |  |  |  |  |
| Objective 1.1 |  |  |  |  |  |
| Activity 1.1.1. |  |  |  |  |  |
| Activity 1.1.2. |  |  |  |  |  |
| Objective 1.2. |  |  |  |  |  |
| Activity 1.2.1. |  |  |  |  |  |
| Activity 1.2.2. |  |  |  |  |  |
| **GOAL 2.** |  |  |  |  |  |
| Objective 2.1. |  |  |  |  |  |
| Activity 2.1.1 |  |  |  |  |  |
| Activity 2.1.2 |  |  |  |  |  |
| Objective 2.2. |  |  |  |  |  |
| Activity 2.2.1 |  |  |  |  |  |
| Activity 2.2.2 |  |  |  |  |  |

*Purpose with Passion*