



An action plan is a document that outlines specific steps that need to be completed in order for an individual or a group to accomplish identified outcomes. Action plans include the following information:

- Outcome – what change do you want to see?
- Goal(s), objective(s), and action steps
- Resources
- Person responsible
- Evaluation – Criteria for Success



Develop an action plan

- Identify your specific goal based on your outcome
- Identify specific objectives related to goal
- Develop specific action steps to help you meet your goal
- Identify resources that already exist or that are needed
- Develop specific timelines for each action step
- Identify person responsible for each action step
- Identify criteria for success



Each action plan should be achievable in one year.

Example Action Plan Goal, Objective and Action Steps

GOAL: Each workgroup for the state CSPD will have atleast one family member.

OBJECTIVE: Recruit interested family partners to participate on state CSPD workgroups.

ACTION STEPS:

- Develop an orientation for onboarding members to the state CSPD
- Develop a list of family organizations to recruit family members, including diverse families (*age of child, experience in EI/ECSE, leadership experience, etc.*)
- Develop a recruitment flyer that explains the role, commitment and expectations
- Research available funding to support family's participation and develop a mechanism to administer funds
- Set a date for the orientation, conduct the orientation
- Develop a role description for the family member that includes responsibilities, commitment and expectations
- Evaluate family interest, knowledge and availability to participate for one year.
- Confirm commitment, if interested assign workgroup, share contact information with chair of workgroup
- Develop a mechanism for ongoing support for family team members

Please note, due to space limitations, this sample does not include target initiation dates(s), deadline(s) or person(s) responsible

Process for Developing an Action Plan



Objective:

- Create an action plan

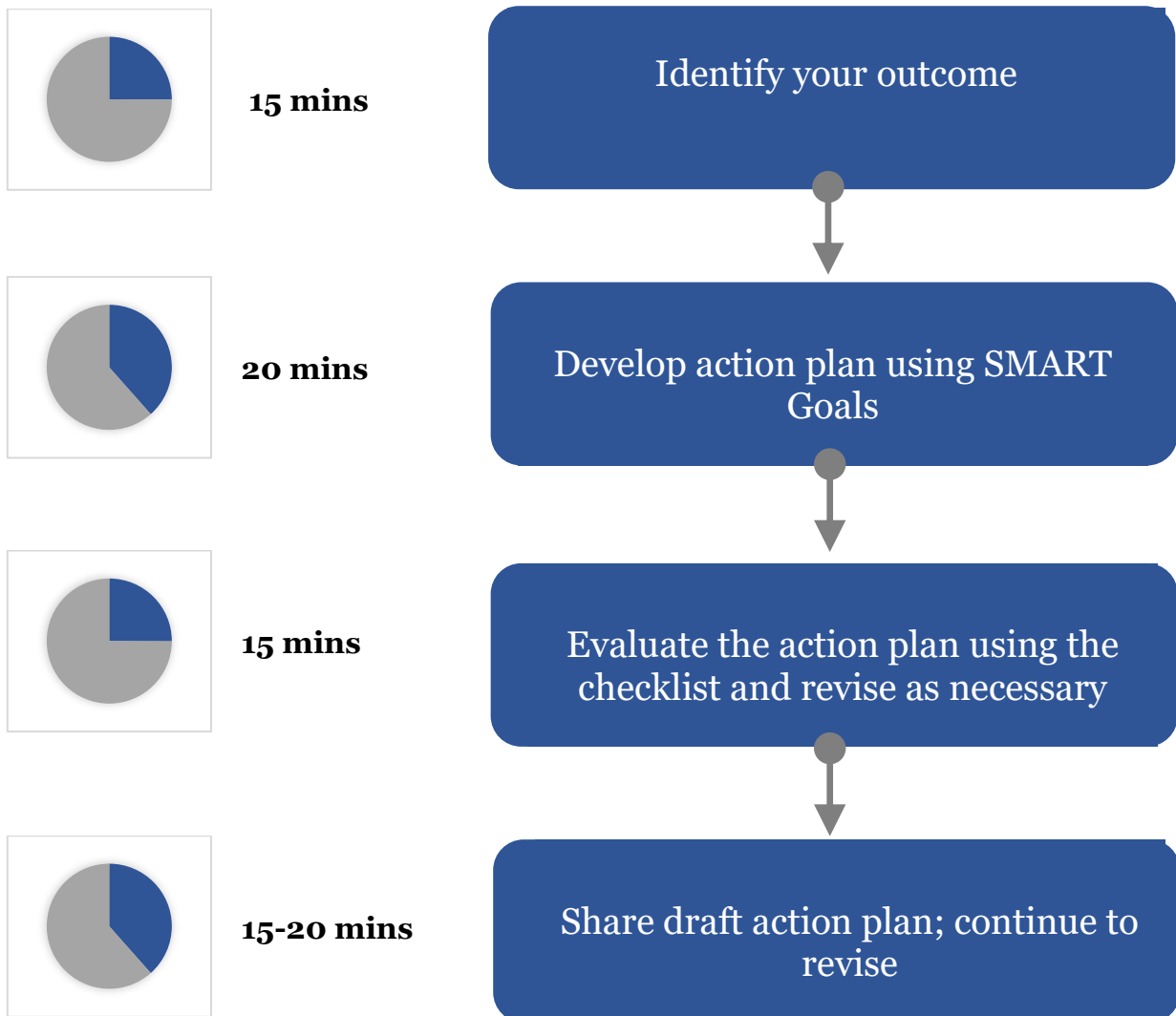


Materials:

- Action plan template
- Action planning checklist & evaluation



Time: 60-75 minutes



Action Plan: developing a plan

1. Identify your outcome (15 mins.)



- *What change do you want to see?*
- *What do you want to do? Be specific.*
- *How will the goal of your action plan assure you accomplish your desired outcome?*
- *Does the outcome fit with the needs of your community? Is someone else already doing it? Any lessons learned from past efforts (reduces duplication, assures need)?*

2. Develop an action plan (20 mins.)



- *To start, draft one goal, one to three objectives per goal, and four to ten action steps per objective (be specific).*
 - *Be sure to use SMART goals; specific, measurable, achievable, relevant, and time bound.*
- *Assign a target initiation date, deadline, and person responsible for each action step.*
 - *This is where you bring in additional people to assist you to complete your plan.*
- *An action plan must be achievable in one year.*

3. Evaluate the action plan using the checklist and revise as necessary (15 mins.)



- *Using the action plan checklist, and the rubric to evaluate your action plan; identify areas for revision and list future considerations.*
- *Action plan can be updated as needed, remember your goal is to write an action plan that can be completed within one year.*

4. Revise draft action plan (15-20 mins.)



- *Revise the action plan as necessary based on the evaluation checklist and the rubric for evaluating an action plan.*
 - *The future considerations will assist you as you move forward with your plan.*
- *If you have time, ask someone else to review your plan and offer feedback for revisions.*



Starting with the outcome in mind, developing SMART goals will help you develop an action plan that leads to success.



Action plan checklist

Use this checklist to evaluate the action plan. Check the box if the action plan meets the criteria.

- 1** The goal(s) in the action plan are achievable in one year.
- 2** Each goal has one or more objectives.
- 3** Each objective has four or more action steps.
- 4** Responsibility is assigned to a specific individual for each action step outlined in the action plan.
- 5** A target initiation date is set for each action step in the action plan.
- 6** A deadline date is set for each action step in the action plan.
- 7** Each action step is measurable.



ECPC Rubric

Evaluating an 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.	<input type="checkbox"/>	<input type="checkbox"/>	
Objectives: Objectives in the plan are directly related to a goal (<i>e.g. alignment of personnel standards</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Activities: Activities in the plan are directly related to an objective (<i>e.g. survey IHE programs</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Sequence: Each objective and activity are logically sequenced for achievement of a goal	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria: Each objective and activity include clear and measurable criteria for achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines for Completion: Each objective and activity include a measurable timeline for milestones, data collection, completion and achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Resources Needed: Each objective and activity include a description and list of resources needed for meeting criteria, timelines and achievement	<input type="checkbox"/>	<input type="checkbox"/>	
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	<input type="checkbox"/>	<input type="checkbox"/>	
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)	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation: Each goal(s) on the action plan will have a data collection schedule to document, measure, and analyze all outputs and results/outcomes	<input type="checkbox"/>	<input type="checkbox"/>	

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					