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| **Focus Area(s)** |

**Action steps needed to accomplish the goal.**

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| --- | --- | --- | --- | --- | --- | --- |
| **Action/Tasks**  (what is needed to accomplish the goal) | **Time Frame**  (when we need to achieve the task) | **Person Responsible** | **Success Criteria**  (how we will determine/identify success) | **Resources**  (what we need for each task) | **Documentation**  (how we will prove attempts/success) | **Accomplished?**  (were we successful with meeting our task) |
| **1)** |  |  |  |  |  |  |
| **2)** |  |  |  |  |  |  |
| **Action/Tasks**  (what is needed to accomplish the goal) | **Time Frame**  (when we need to achieve the task) | **Person Responsible** | **Success Criteria**  (how we will determine/identify success) | **Resources**  (what we need for each task) | **Documentation**  (how we will prove attempts/success) | **Accomplished?**  (were we successful with meeting our task) |
| **3)** |  |  |  |  |  |  |
| **4)** |  |  |  |  |  |  |

* Revise the Action Steps
* Continue with the current plan.
* Pick a new focus.