Defining Your Goals and Selecting Your Initiative

|  |  |  |
| --- | --- | --- |
| 1 | What areas do you want to focus on for improvement? |  |
| 2 | What are your goals? |  |
| 3 | What initiative will you implement? |  |
| **Notes or Comments** | | |

Planning Your Initiative

|  |  |  |  |
| --- | --- | --- | --- |
| 4 | Who will be affected and how? |  | |
| 5 | Who can lead the initiative? |  | |
| 6 | What resources will be needed? | **Types of Staff and Required Time** | **Estimated Costs** |
|  |  |
| **Supplies, Materials, Equipment, and Other Resources Needed** | **Estimated Costs** |
|  |  |
| **Notes or Comments** | | | |

Planning Your Initiative (continued)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 7 | What are possible barriers and how can they be overcome? | **Barriers** | **Strategies For Overcoming Barriers** | |
| 1. |  | |
| 2. |  | |
| 8 | How will you measure progress and success? | **Process Measures** | | **Staff Responsible** |
|  | |  |
| **Outcome Measures** | | **Staff Responsible** |
|  | |  |
| **Notes or Comments** | | | | |

Timeline

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9 | What is the timeline? | **Task/Milestone** | **Start Date** | **End Date** |
|  |  |  |
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|  |  |  |
|  |  |  |

Communicating Your Action Plan

|  |  |  |
| --- | --- | --- |
| 10 | How will you share your action plan and with whom? |  |
| **Notes or Comments** | | |