**Example Action Planning Worksheet**

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| **Basic Action Planning** |

Action planning is a process of organizing and using resources to enable individuals to engage in activities designed to achieve specific and important outcomes. The process is guided by the following principles:

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| **Process Principles** |
| 1. Align with district goals.2. Focus on measurable outcomes.3. Base and adjust decisions on data and local characteristics.4. Give priority to evidence-based programs.5. Invest in building sustainable implementation supports.6. Consider effectiveness, efficiency, relevance, and efficacy in decision making |

The action planning process can be facilitated by considering the following questions:

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| **Facilitating Questions** |  |
| **Question** | **Notes** |
| 1. What **need** (problem, issue, concern, etc.) are we trying to address? |   |
| 2. What **evidence** do we have to confirm, understand, characterize, etc. the need? |   |
| 3. What **factors** seem to be **contributing** to the need? |   |
| 4. How high of a **priority** is addressing this need? |   |
| 5. What would the **solution** (data, strategy, policy, etc.) look like to address the need? |   |
| 6. What **existing activities** also are addressing this need? |   |
| 7. What would we see if we have been **successful** in addressing this need in 3 months, 1 year, 2 years, etc.? |   |
| 8. What would a **1-3 year** action plan look like to address this need? |   |
| 9. What **factors** ($, roadblocks, agreements, capacity, leadership, etc.) need to be considered to support and maximize the successful implementation of this action plan? |   |

**Example Action Planning Worksheet**

**Action Plan Outcome** (measurable, achievable, priority):

**Due Date**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **Persons** | **Due** | **Outcome** | **Notes** |
| 1.   |   |   |   |   |

**Example Action Planning Worksheet**

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| **Planning Questions** | **Planning** |
| 1. What did we propose to accomplish? |   |
| 2. What have we done so far? Data? |   |
| 3. How much have we accomplished? Are we satisfied? |   |
| 4. What do we need to accomplish next? |   |
| 5. What do we need to do next? |

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| What? | Who? | When? |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
| 7. |  |  |
| 8. |  |  |

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