**Action Plan Template**

| Focus Area: | | | | |  |
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| Month | **Action Item**  ***What specific steps need to be taken to accomplish the Action Item(s)?*** | **Intended Outcome**  ***What will be observed and measured to indicate success?*** | **Who Will be the Targeted Group?**  ***What group (staff, parents, students) will be the target group for this action step?*** | **Who Will be Responsible to Make it Happen?**  ***Will there be a group involved or an individual person taking on the responsibility?*** | **Any Foreseeable Roadblocks?**  ***How can they be planned for and addressed?*** |
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| Month | **Action Item**  ***What specific steps need to be taken to accomplish the Action Item(s)?*** | **Intended Outcome**  ***What will be observed and measured to indicate success?*** | **Who Will be the Targeted Group?**  ***What group (staff, parents, students) will be the target group for this action step?*** | **Who Will be Responsible to Make it Happen?**  ***Will there be a group involved or an individual person taking on the responsibility?*** | **Any Foreseeable Roadblocks?**  ***How can they be planned for and addressed?*** |
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