**Action Plan Template**

| Focus Area: |  |
| --- | --- |
| 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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