

GOAL & ACTION PLAN TEMPLATE

Action Plan Projected Completion Date	Leader: Team Members:
--	--

Goal: Specific, Measurable, Attainable, Result Oriented, Time bound:

Indicators of Success: (Areas of weakness rephrased as positive indicators of success.)

Best Practice Investigation (What information is uncovered looking at best practice in relation to our goal.)

Action Steps	Who?	Timeframe	Targets
What actions will be taken to achieve this goal?	Who will be responsible for what actions?	What is a realistic timeframe for each action?	What specific performance level(s) will we expect to see?

In a year, we hope to see the following progress on this goal: