

# Action Plan Worksheet

## Action Plan Template

PLC Action or Goal: \_\_\_\_\_

Strategy: \_\_\_\_\_

<b>Activities to Achieve this Goal:</b> What actions will occur? What steps will staff take?	<b>Professional Development</b> How will staff acquire the necessary skills and attitudes to implement the activity?	<b>Timeline</b> When will this strategy or action begin and end?	<b>Resources Available</b> What are the existing and new resources that will be used to accomplish the activity?	<b>Who is Responsible? Who is Involved?</b> Who will provide the leadership? Who will do the work?	<b>Monitoring Effectiveness</b> What on-going FORMATIVE evidence will be gathered to show this activity is making a difference in student outcomes?

**Procedures for evaluating success in reaching this goal:** what evidence will be used to show this activity is making a difference in student outcomes?