*[](https://ecpcta.org/)*

**Developing an Action Plan**

**Process and Evaluation Tools**

What is an Action Plan?

An action plan is a document that outlines specific steps that need to be completed in order for an individual or a group to accomplish identified outcomes. Action plans include the following information:

* Outcome – what change do you want to see?
* Goal(s), objective(s), and action steps
* Resources
* Person responsible
* Projected date of completion (for each action step)
* Evaluation – Criteria for Success

Develop an action plan

* Identify your specific goal based on your outcome
* Identify specific objectives related to goal
* Develop specific action steps to help you meet your goal
* Identify resources that already exist or that are needed
* Develop specific timelines for each action step
* Identify person responsible for each action step
* Identify criteria for success

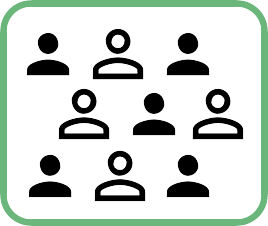
The action plan should be achievable in one year.

**Tip:** Develop timelines that are realistic and achievable within the timeframe identified. It is recommended that timelines do not shift dramatically.

*Purpose with Passion*

# Action Plan: developing a plan

1. **Identify your outcome**

* *What change do you want to see?*
* *What do you want to do? Be specific.*
* *How will the goal of your action plan assure you accomplish your desired outcome?*
* *Does the outcome fit with the needs of your community? Is someone else already doing it?* 
  + *Any lessons learned from past efforts (reduces duplication, assures need)?*

2. **Develop an action plan**

* *To start, draft one goal, one to three objectives per goal, and four to six action steps per objective (be specific).*
  + - *Be sure to use SMART goals; specific, measurable, achievable, relevant, and time bound.*
* *Assign a target initiation date, deadline, and person responsible for each action step.* 
  + - *This is where you bring in additional people to assist you to complete your plan.*
* *An action plan must be achievable in one year.*

3. **Evaluate the action plan using the checklist and revise as necessary**

* *Using the action plan checklist, and the rubric to evaluate your action plan; identify areas for revision and list future considerations.*
* *Action plan can be updated as needed, remember your goal is to write an action plan that can be completed within one year.*

4. **Revise** **draft action plan**

* *Revise the action plan as necessary based on the evaluation checklist and the rubric for evaluating an action plan.*
  + - *The future considerations will assist you as you move forward with your plan.*
* *If you have time, ask someone else to review your plan and offer feedback for revisions.*

Starting with the outcome in mind, developing SMART goals will help you develop an action plan that leads to success.

*Purpose with Passion*

**DEVELOPING SMART GOALS**



# Action plan checklist

**Use this checklist to evaluate the action plan.**

**Check the box if the action plan meets the criteria.**

|  |  |  |
| --- | --- | --- |
|  | The goal(s) in the action plan are achievable in one year. | **🞏** |
|  | Each goal has one or more objectives. | **🞏** |
| **3**  **1**  **2.**  **4**  **5**  **6**  **7** | Each objective has four or more action steps. | **🞏** |
|  | Responsibility is assigned to a specific individual for each action step outlined in the action plan. | **🞏** |
|  | A target initiation date is set for each action step in the action plan. | **🞏** |
|  | A deadline date is set for each action step in the action plan. | **🞏** |
|  | Each action step is measurable. | **🞏** |

This is a product of the Early Childhood Personnel Center (ECPC) and was made possible by Cooperative Agreement #H325B170008 which is funded by the U.S. Department of Education, Office of Special Education Programs. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.

**ECPC Rubric**

**Evaluating an Action Plan**



**Directions:** Place a check in the interactive box to evaluate the quality of your action plan and list any future considerations.

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Yes** | **No** | **Future Considerations** |
| **Goal(s):** The goal(s) in the plan is clear and achievable in one year. |  |  |  |
| **Objectives**: Objectives in the plan are directly related to a goal. |  |  |  |
| **Activities:** Activities in the plan are directly related to an objective. |  |  |  |
| **Sequence:** Each objective and activity are logically sequenced for achievement of a goal. |  |  |  |
| **Criteria:** Each objective and activity include clear and measurable criteria for achievement. |  |  |  |
| **Timelines for Completion:** Each objective and activity include a measurable timeline for milestones, data collection, completion, and achievement. |  |  |  |
| **Resources Needed:** Each objective and activity include a description and list of resources needed for meeting criteria, timelines, and achievement. |  |  |  |
| **Person(s) Responsible:** Each objective and activity include a designated person or group who will be responsible for completing the objective and/or the activity. |  |  |  |
| **Progress Monitoring:** Each objective and activity includes a schedule for progress monitoring of benchmarks and outputs to facilitate the revision of the action plan (as necessary). |  |  |  |
| **Evaluation:** Each goal(s) on the action plan will have a data collection schedule to document, measure, and analyze all outputs and results/outcomes. |  |  |  |

*Purpose with Passion*

This is a product of the Early Childhood Personnel Center (ECPC) and was made possible by Cooperative Agreement #H325B170008 which is funded by the U.S. Department of Education, Office of Special Education Programs. However, those contents do not necessarily represent the policy of the Department of Education, and you should not assume endorsement by the Federal Government.



**Leadership Action Plan**

|  |  |  |
| --- | --- | --- |
| **Name:** | **Afiliation:** | **Period Covered:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Goals/Objectives/ Activities** | **Person(s)**  **Responsible** | **Resources (Needed)** | **Outcome** | **Projected Date of Completion** | **Criteria for Success** |
| **GOAL 1.** |  |  |  |  |  |
| Objective 1.1 |  |  |  |  |  |
| Activity 1.1.1. |  |  |  |  |  |
| Activity 1.1.2. |  |  |  |  |  |
| Objective 1.2. |  |  |  |  |  |
| Activity 1.2.1. |  |  |  |  |  |
| Activity 1.2.2. |  |  |  |  |  |
| **GOAL 2.** |  |  |  |  |  |
| Objective 2.1. |  |  |  |  |  |
| Activity 2.1.1 |  |  |  |  |  |
| Activity 2.1.2 |  |  |  |  |  |
| Objective 2.2. |  |  |  |  |  |
| Activity 2.2.1 |  |  |  |  |  |
| Activity 2.2.2 |  |  |  |  |  |

*Purpose with Passion*