

Action Plan 1

Date _____

Focus Area _____

Change to be Sought _____

Collaborating Offices/Departments _____

Action Steps What needs to be done?	By Whom Who will take actions?	By When By what date will the action be done?	Resources and Support Available (financial, personnel, governance, and others)	Resources and Support Needed (financial, personnel, governance, and others)	Potential Barriers or Resistance What offices or departments might resist? Why?	Communication Plan for Implementation What offices, departments, and stakeholders should be informed about/involved with these actions?
Step 1: By [insert date]						
Step 2: By [insert date]						
Step 3: By [insert date]						
Step 4: By [insert date]						

<https://ideadata.org/toolkits/#resources01>