

Action Plan Worksheet

*Consider picking a range of short-term goals (3 months), medium (6+ months), and long-term goals (12+ months)

Goal	Stakeholders	Potential Action Steps	Perceived Obstacles, Barriers, and/or Gaps	Resources/Capacities	Accountability/Milestones
Goal/Initiative you are pursuing	What key stakeholders will you need to engage to successfully implement your planning goal/initiative? Who will be impacted by your goal? (Tip: Use your Stakeholder Map)	(Immediate and over time)	What factors might cause you to fail to implement your planned action steps? How might you avoid this possibility? Did you notice any gaps, missing elements or information that might hinder your ability to implement your action steps? How will you address these gaps?	What resources and/or capacities (financial, political, human, technical/operational, leadership, etc.) need to be in place to successfully implement your planning goal/initiative?	What factors will make it likely that you will implement the key aspects of your action steps? What will successful implementation look like 1 month from now? Three months from now? One year from now?