

Action Plan Template

Group Member Names:				
Division:				
Quality Standard:				
Committee:				
Committee Chairperson(s):				
Goals – 3 SMART goals per activity	Steps - *see probing questions below. Complete for <u>EACH</u> goal.	Target Date(s)	Expense/Income	Results - to be completed after the activity is done.

* What needs to be accomplished to meet the goal? Where the activity will take place? How will the chapter implement the goal to accomplish the activity? How will the goal be accomplished? Who will perform the duties to meet the goal?