

# Action Plan

Goal: \_\_\_\_\_ Date: \_\_\_\_\_

Objectives	Action Steps	Person(s) Responsible	Time	Resources Needed (people, materials, \$\$\$)	Evaluation Checkpoints

From Bloom, P.J. (2015). *Blueprint for Action: Leading your team in continuous quality improvement*. New Horizons, Lake Forest, IL ([www.newhorizonsbooks.net](http://www.newhorizonsbooks.net)) | Reprinted with permission.