

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) | Reprinted with permission.