**Action Plan**

A well-developed goal is specific, measurable, actionable, realistic and time bound. Complete the template below for each well-developed goal. Be sure to include how you will assess the progress of the goal. If after assessing the goal, you find changes need to be made to the goal or action steps, note these in the alterations section.

|  |
| --- |
| **Area of Focus**  |
| [ ]  Service Activities [ ]  *MISSION* **1.5**   | [ ]  Leadership Development [ ]  LCIF | [ ]  Custom Goal |
| Goal Statement |
|  |
| Action Step | Responsible Party | Required Resources (team members, technology, funding, etc.) | Date to Begin | Due Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Assessment | Alterations |
|  |  |