

APPENDIX E - ACTION PLAN WORKSHEET

Action Plan Worksheet

Recommendations	Describe the strategies selected from the Recommendation Table				
Activities	List the activities required to meet the recommendation				
Materials, Resources and Personnel	List the individuals who will do the work & the resources and tools they need to get the job done.				
Time Frame	When will implementation begin? How long will it take to finish?				
Evaluation	How will you measure your successes and/or misfortunes?				
Recommendations: Strategies to Implement	Activities	Materials, Resources & Personnel	Time Frame	Evaluation Method	Comments
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Recommendations: Strategies to Implement	Activities	Materials, Resources & Personnel	Time Frame	Evaluation Method	Comments
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					