**Sample Action Plan**

System: \_X\_ School: \_X\_

|  |  |  |  |
| --- | --- | --- | --- |
| Area of Focus | Indicator | Baseline | Target |
|  |  |  |  |
|  |  |  |  |

**Goal Statement:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Action Step** | **Person(s)**  **Responsible** | **Resources**  **Needed** | **Milestone 1** | **Milestone 2** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |