

Team Tool 3: Action Plan Template

Purpose: To be used with **Section 1, Step 1**, and **Section VI, Steps 1–4**.

Mission: *Who are we serving through our M&I program? How are we addressing issues of equity and inclusivity?*

Vision: *What does a successful M&I program look like?*

Values: *What do we value?*

Goal Statement: *What do we want to accomplish through our M&I program and how can it be measured?*

Short-term outcomes: *How will we know we are making progress toward our goal in the short term? What data will we collect to demonstrate our progress? How often?*

Long-term outcomes: *How will we know we are making progress toward our goal in the long term? What data will we collect to demonstrate our progress? How often?*

	Activity 1:	Activity 2:	Activity 3:
What are the key “action steps” for implementing this activity?	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.	1. 2. 3. 4. 5.
What is the proposed timeline for implementing these action steps?			
How will you know that the activity has been completed successfully (i.e., what process data will you collect)?			
Who will be the primary person responsible for implementing the plan for this activity? Who will be the primary person held accountable for the implementation of this activity?			
Who will be the team members supporting the implementation of this activity, including supporting the primary person responsible for implementation?			

	Activity 1:	Activity 2:	Activity 3:
Who needs to be consulted about the implementation of this activity along the way? Who else needs to be informed?			
Describe “early wins” for the implementation of this activity.			
What do you expect will be one or two challenges to the implementation of this activity? How will your team address these challenges?			
What supports or resources are essential for the implementation of this activity?			