

Team Action Planner



<p>Action Item</p> <p>The concrete action or activity that your team commits to pursuing.</p>	
<p>Area of Focus (select one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Partnership Development <input type="checkbox"/> Policy & Strategic Planning <input type="checkbox"/> Resource Alignment <input type="checkbox"/> Structure, Operations, & Service Delivery 	
<p>Current State</p> <p>The “as is” state of affairs as it relates to your planned action item.</p>	
<p>Desired Future State</p> <p>Your team’s ideal vision for the state of affairs as it relates to your planned action item.</p>	

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<p>Strengths & Opportunities</p> <p>Factors that can be leveraged and capitalized upon to ensure success.</p>	
<p>Weaknesses & Threats</p> <p>Factors that pose challenges or barriers to being successful.</p>	
<p>Critical Success Factors</p> <p>Critical elements required for success. Consider statement such as, "This won't work unless we..." or, "To be successful, we must..."</p>	

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<p>Action Item Owners & Resources</p> <p>The specific individual(s) taking the lead in accomplishing the action item, as well as specific supporting individuals needed to accomplish the action item.</p>	
<p>Timeline</p> <p>The final deadline for accomplishing this action item, as well as interim milestones and deadlines.</p>	
<p>Technical Assistance/ Additional Support Needed</p> <p>Assistance or additional resources needed in order to successfully accomplish the action item.</p>	

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<p>Measuring Success</p> <p>How will you know when you are successful? What benchmarks will you use to measure progress against your goal? What outcomes do you want to achieve? What, ultimately, will be different as a result of your efforts?</p>	
<p>Notes/Comments</p> <p>Any other notes or comments pertaining to this action item.</p>	