**How to Make an Action Plan for a New Project**

As you work together to create your improvement or change, please consider the following questions.

**Name of project[[1]](#footnote-1) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

How might this **project** be addressed / nurtured / enhanced to promote positive outcomes?

1. Prioritize 4 to 5 actions / steps which would be key toward making progress? Are they measurable and pragmatic?
2. What “low hanging fruit” / easier to accomplish tasks might be done first to build momentum?
3. Who else needs to sign on / How to build allies? / Need to build a committee?
4. Resources you have? Need?
5. How to address barriers?
6. Time-lines / Maintenance / Re-evaluation / Re-direction process?

Notes:

1. Create something understandable to stakeholders. The naming can be considered later, when you’ve developed more detail. [↑](#footnote-ref-1)