

PRIORITY ACTION PLAN TEMPLATE

The detailed action plan guides implementation and provides a tool to monitor progress. If needed, it can be updated or adjusted.

The detailed action plan identifies:

- Specific actions necessary for the identified strategies
- Deadlines for targeted completion
- The person, partner, committee or action team ultimately responsible for ensuring completion of each action
- A description of the anticipated outcome that will let those monitoring progress know whether or not the action step has been completed

Action	Responsible	Other Partners/ Resources	Due by	Measure of Success	Status	On Track?
EXAMPLE Complete Self-Assessment tool	Industry Champions	Convener, partners	10.1.17	Complete self-assessment and identified strengths and opportunities		