

Developing an Action Plan

For every team proposal or goal, answer the questions below. Using this information develop an action plan to chart your team's progress in achieving desired outcomes. Review and update regularly.

1. WHAT...needs to be done?
2. WHY: What results do we want to improve in our area?
3. HOW: What actions will be taken?
4. WHO: Assign tasks.
5. WHERE: Locations? On the unit floor? Meeting Rooms? Specific facilities?
6. WHEN: Define the timeline. Set a date to revisit action/impact.

| ACTION PLAN | | | |
|-------------|------|------|----------|
| Goal | Task | Lead | Timeline |
| 1. | | | |
| 2. | | | |
| 3. | | | |