Action Plan Template and Example

When developing an action plan:

* Have a clear objective
* Start with what you will do *now*
* Clearly define the steps you will take
* Identify the end point for each step
* Arrange the steps in logical, chronological order, and include the date by which you will start each step
* Anticipate the types of problems you might encounter at each step, and brainstorm solutions
* Review your progress

Action Plan Template

**Strategy 1:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Steps** | **Person**  **Responsible** | **Timeline** | **Measure(s) of Success** |
|  |  |  |  |

Action Plan Example

**Strategy 1:** Responsible beverage service training

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| --- | --- | --- | --- |
| **Action Steps** | **Person Responsible** | **Timeline** | **Measure(s)**  **of Success** |
| * Identify current server trainings (if any)—who does them, who pays for them, how frequently do they happen, how effective are they? * If trainings are needed, compile list of local licensed establishments (a comprehensive list is sometimes available for purchase through your state Alcoholic Beverages Control Commission; otherwise, active licenses are on file with local licensing boards) * Identify appropriate trainer(s) * Schedule, publicize, and host/facilitate trainings | * Cathy Smith * John West * TBD * TBD | * October * November * November * January | * Trainings identified * List created or obtained * Trainer(s) identified * Servers trained; public informed of training; servers apply knowledge from training; decrease in retail access by teens; decrease in perception of retail access |