

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

Action Steps	Person Responsible	Timeline	Measure(s) of Success
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Cathy Smith • John West • TBD • TBD 	<ul style="list-style-type: none"> • October • November • November • January 	<ul style="list-style-type: none"> • 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