

Action Plan Template

Today's date:

Use this template to identify specific steps the CoC needs to take to attain the goal.

Be as specific as possible with each action step, breaking down complex actions into separate steps.

GOAL:

Action Step <i>What needs to be done?</i>	Key Person(s) Responsible <i>Who will take the actions?</i>	Communication <i>What individuals and organizations should be informed of these actions?</i>	Date to be Completed <i>By what date will the action be done?</i>

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