

WORKSHEET

Action Plan and Time Line

Your plan looks great on paper. You've reached a milestone. But in the back of your mind a little voice is asking, "How am I ever going to do all of this?" Well, you can't do it along, not should you. By now you have surrounded yourself with individuals who are probably eager to see some accomplishments. Use this workplan at a meeting. Members can fill in all the tasks that need to be done to implement an activity. The chairperson can then ask for volunteers, or if he/she knows that someone would be particularly great at a task, the chairperson can ask him/her if they can do it. The chairperson should communicate with members between meetings to check their progress and show appreciation.

WORKPLAN

Objective:

Estimated Cost: _____ Date: _____

Evaluation Plan and Documentation

Key Activities	Person Responsible	Completion Date	Estimated Cost	Information Needed to Assure Achievement	Review Schedule