

PROGRAM ACTION PLAN TEMPLATE

PROGRAM:		Fiscal Year:	
CONTACT PERSON:		PHONE:	
GOALS AND OBJECTIVES: ACTION ITEMS Taken from the COMPASS, write broad goals, and specific objectives/activity that will be taken; e.g. , write a policy, put up a poster, collect certain data, conduct a training.	WHAT DO WE DO? MEASURABLE STEPS AND INDICATORS OF PROGRESS (Something that can be quantified; e.g., the policy is written, the poster is in place, the data is collected, the training was held.)	RESPONSIBLE PERSONS (The single individual OR individuals that are responsible for completing the action item; e.g., Jonnie Jones, the chairs of the Fun Committee.)	TARGET DATE FOR COMPLETION (The date by which the action item is to be completed; e.g., April 27, 2006, NOT Spring, 2006.)
1.			
2.			
3.			
4.			

COMMENTS BY: Program Manager () Agency Staff () Other ()

Program Director Signature

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