

Action Planner

Once a strategy has been laid out, draft a “to do” task chart to keep everyone accountable for the work. Record all components of your action plan; see Creating the Action Plan (Tips, p. 70) for component descriptions and examples. Use one task chart for each goal and set of activities.

- Who:** The TQI team
- Time to complete:** 1.5 hours
- Resources needed:**
 - Quiet place to work
 - Flipchart and markers
 - Completed tool: *Avenues of Change*

TQ Improvement Strategy: _____ Goal: _____

TASKS/ACTIVITIES	IMMEDIATE STEPS	PERSON(S) RESPONSIBLE	PARTNERS	RESOURCES	TIME FRAME