

Action Planning Worksheet

Selected Opportunity: Indicate which Opportunities from the Spectrum will be pursued.

Action Steps: List the activities required to pursue each opportunity.

Materials, Resources, and Personnel: List the individuals who will do the work & the resources and tools they need to get the job done.

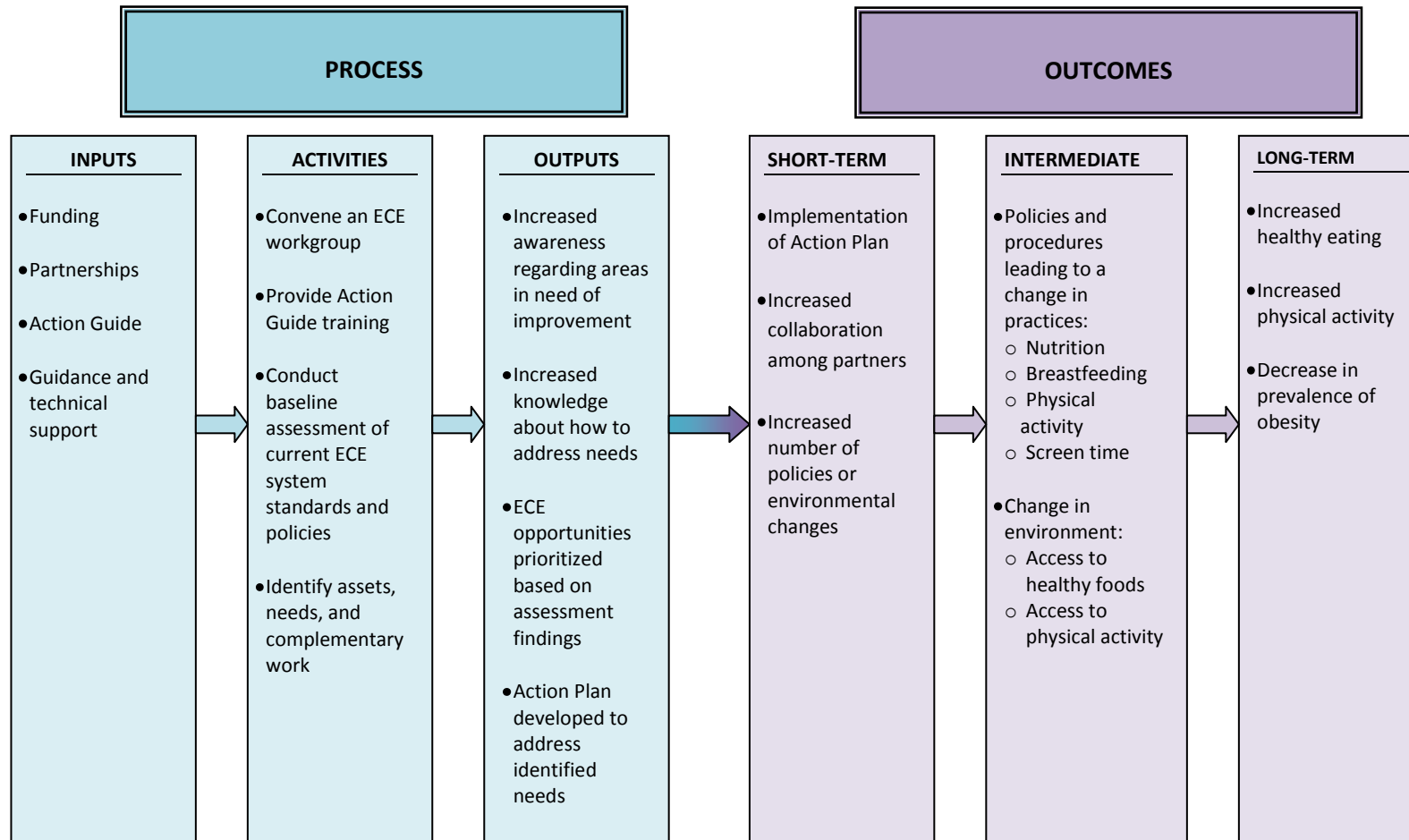
Time Frame: When will implementation begin? How long will it take to finish?

Evaluation Method: How will you measure your successes and/or misfortunes? Download [Developing an Effective Evaluation Plan](#) for more information.

Selected Opportunity	Action Steps	Materials, Resources, and Personnel	Time Frame	Evaluation Method	Comments
1.	1.1				
	1.2				
	1.3				
	1.4				
2.	2.1				
	2.2				
	2.3				
	2.4				

Selected Opportunity	Action Steps	Materials, Resources, and Personnel	Time Frame	Evaluation Method	Comments
3.	3.1				
	3.2				
	3.3				
	3.4				
4.	4.1				
	4.2				
	4.3				
	4.4				

Sample Logic Model for Early Care and Education Action Plan



See the evaluation guide [Developing and Using a Logic Model](#) for more information.