

Action Plan Template

Fiscal Year _____
(Example: 1 July 2013 – 30 June 2014)

Strategic area (Leadership, communication, member recruitment, member retention, programming, benefits, finances, governance, other)	Priority goal	Action Items (Tasks to complete to accomplish goal)	Who is Responsible (may need to assign lead person(s) for each action item)	Who Can Help	Budgetary Considerations (\$\$ needed / estimated expenses)	Timeline	What will be different as a result of achieving this goal? (desired outcome)

(Add rows as necessary)