# Leading for Equity Improvement Project

## Action Plan

## To accomplish X result by Y date

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| --- | --- | --- | --- | --- |
| **Priority actions:** | **Accountable****Person** | **Start date** | **End date** | **Resources needed** |
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Filling out The Action Plan

**Write a list of all activities needed to complete each priority action in the left column under “Activities.”**

* Estimate the resources you will need to complete each activity.
* Decide who will be accountable
* Indicate start and end dates for each activity.

**Getting resources from stakeholders:**

Examples of resources you need from stakeholders:

* Approvals, materials, money, time, labor, or access to people of influence.

For each resource needed write exactly what you want from that stakeholder, who will make the request, and by when.

* Put these in your Action Plan



Things to Consider

* How will you track your progress on your result?
* How can you use the Demographic Monitoring Form?
* How will you get information to fill out this form?
* What other monitoring system will you use?