### 1. PROJECT COMPONENT

Write in the name of the component.

### ADVANTAGES

### 2. STRENGTHS

In implementing this component at this time, we have the following strengths:

#### LIMITS

### 3. WEAKNESSES

In implementing this component at this time, we have the following weaknesses:

### 4. BENEFITS

in the future of implementing this component are:

### 5. DANGERS

in the future of implementing this component are:

### 6. POSSIBLE ACCOMPLISHMENTS

Brainstorm possible accomplishments for this time period that build on the advantages and acknowledge the limits.

### 7. MEASURABLE ACCOMPLISHMENT (MILESTONE)

Choose an accomplishment which

- is catalytic
- is realistic
- will have a substantial impact
- will inspire commitment and action.

Taking all the above into consideration, we are committed to the following measurable accomplishment by\_\_\_\_\_\_(date)

# \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

SPECIFIC ACTIONS WORKSHEET	Project Workplan • Participant's Workbook
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### 8. PROJECT COMPONENT

Write the name of the component on this line.

### 9. MEASURABLE ACCOMPLISHMENT (MILESTONE)

Write the measurable accomplishment that you are committed to on this line (from step 7).

## **10. SPECIFIC ACTIONS** 13. IMAGE/SLOGAN List the specific actions needed to complete the measurable accomplishment (milestone) indicated above. Create a motivating image or slogan for this action campaign 11. If there are more than ten actions listed in step 10 organize them into clusters that are similar in their action focus. Each cluster should represent a distinct action step. 12. Number the actions in each cluster in the sequence that you will do them.

### 14. PROJECT COMPONENT

Write the name of the component on this line.

16. ACTION TIMELINE	15.   Measurable
Divide the timeline into the appropriate number of blocks and write the actions (from step 12) that you have selected in the appropriate timeblock on this timeline.	ACCOM-
	PLISHMENT
	(MILESTONE)
	Copy from step 7.

### 17. IMPLEMENTING TEAM

Who will be responsible for implementing this action plan? (at least one person in the planning group; name, not roles)

### **18. COSTS**

Write the costs (time and money) of implementing this action plan on lines below:

MONEY \_\_\_\_\_

TIME