

Developing an Action Plan

Evaluation Tool and Action Plan

Directions: Place a check in the interactive box to evaluate the quality of your action plan and list any future considerations.

Criteria	Yes	No	Future Considerations
Goal(s): The goal(s) in the plan is clear and achievable in one year.	<input type="checkbox"/>	<input type="checkbox"/>	
Objectives: Objectives in the plan are directly related to a goal (e.g. <i>alignment of personnel standards</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Activities: Activities in the plan are directly related to an objective (e.g. <i>survey IHE programs</i>)	<input type="checkbox"/>	<input type="checkbox"/>	
Sequence: Each objective and activity are logically sequenced for achievement of a goal	<input type="checkbox"/>	<input type="checkbox"/>	
Criteria: Each objective and activity include clear and measurable criteria for achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Timelines for Completion: Each objective and activity include a measurable timeline for milestones, data collection, completion and achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Resources Needed: Each objective and activity include a description and list of resources needed for meeting criteria, timelines and achievement	<input type="checkbox"/>	<input type="checkbox"/>	
Person(s) Responsible: Each objective and activity include a designated person or group who will be responsible for completing the objective and/or the activity	<input type="checkbox"/>	<input type="checkbox"/>	
Progress Monitoring: Each objective and activity includes a schedule for progress monitoring of benchmarks and outputs to facilitate the revision of the action plan (as necessary)	<input type="checkbox"/>	<input type="checkbox"/>	
Evaluation: Each goal(s) on the action plan will have a data collection schedule to document, measure, and analyze all outputs and results/outcomes	<input type="checkbox"/>	<input type="checkbox"/>	



Early Childhood Personnel Center

www.ecpcta.org

LEADERSHIP ACTION PLAN

NAME:	AFILIATION:	PERIOD COVERED:
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Goals/ Objectives/ Activities	Person(s) Responsible	Resources (Needed)	Outcome	Projecte d Date of	Criteria for Success
GOAL 1.					
Objective 1.1					
Activity					
Activity					
Objective 1.2.					
Activity					
Activity					
GOAL 2.					
Objective 2.1.					
Activity					
Activity					
Objective 2.2.					
Activity					
Activity					

Purpose with Passion