

# ACTION PLAN TEMPLATE

NAMES OF PARTICIPANTS \_\_\_\_\_

\_\_\_\_\_

**PURPOSE** To identify next steps to address policies around disarming prohibited persons.

**DIRECTIONS** 1. Use this form to develop an action plan. Modify the form as needed to fit your unique context.  
2. Turn into staff at the end, copies will be distributed by email to the participants on your team.

**GOAL** What does your community hope to accomplish?

**EVIDENCE OF SUCCESS** How will you know that you are making progress? What are your benchmarks?

**EVALUATION PROCESS** How will you determine that your goal has been reached? What are your measures? Will you meet again in the next \_\_\_\_ months?

<b>FOCUS</b> What area will you address?	<b>STEPS</b> What next steps will you take?	<b>RESPONSIBILITIES</b> Who will do what? Who needs to be included?	<b>RESOURCES &amp; BARRIERS</b> A: Resources available B: Resources needed/Obstacles (Financial, Human, Political & Other)	<b>TIMELINE</b>
<b>FOCUS:</b>			<b>A:</b>          <b>B:</b>	
<b>FOCUS:</b>			<b>A:</b>          <b>B:</b>	
<b>FOCUS:</b>			<b>A:</b>          <b>B:</b>	