**Action Planning Guide**

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| **Action Plan** | |
| **Key Challenge**  *The challenge behind the priority area.* |  |
| **Root Challenge**  *The factor that has the most significant impact on the key challenge.* |  |
| **Goal**  *What it will look like when the root challenge has been addressed.* |  |
| **Key Actions**  *The main activities that will lead to the completion of the goal.* |  |
| **Outcomes**  *Changes in the target audience’s skills, attitudes, knowledge, behaviours, system or practice brought about by experiencing the key actions and the accomplishment of the goal.* |  |
| **Performance Measures**  *The measures that will demonstrate achievement of the outcomes.* |  |
| **Strategies**  *Strategies or methodologies that will be used to achieve the goal.* |  |

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| **Action Plan** | | |
| **Work Steps** | **Responsibility**  *Specify who will lead this action* | **Timeline**  *Include expected timeline for action* |
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