**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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