

# Plan of Action



Once you have engaged in a thorough gap analysis with members of your Academy team, it is time to lay out a series of goals, objectives, and action steps. This Plan of Action should include the nuts and bolts of your change process: Who is in charge of certain tasks? How much time will certain steps take? What happens first, last, and how will you know when you have achieved progress?

Goal / Objective	Related Tasks	Notes <small>(who, where, when)</small>	Outcomes <small>(What will change? When is this done?)</small>

Goal / Objective	Related Tasks	Notes <small>(who, where, when)</small>	Outcomes <small>(What will change? When is this done?)</small>

Goal / Objective	Related Tasks	Notes (who, where, when)	Outcomes (What will change? When is this done?)

Goal / Objective	Related Tasks	Notes (who, where, when)	Outcomes (What will change? When is this done?)