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| Summary | Summarize the problem in 1-2 sentences and give a brief overview of the planned solution |
| Introduction | State the research behind the issue, including the causes and effects. Include any previous information about prior action.  |
| Needs/Problems | Identify the needs the students and community identified as important to address. This may differ from research, depending upon the students’ specific needs.  |
| Goals/Objectives | Include students’ goals for addressing the project. Students will clearly lay out what they hope to address, with the understanding that directly eliminating the issue is rarely an option. This may include several levels of goals that range from highly idealistic, to short-term beginning goals.  |
| Procedures | Lay out the specific procedures that the students will follow in order to take action. |
| Timetable | Determine specific dates of each step the students might take in order to enact change. This allows students to see how action might occur in various stages and allow them to remain encouraged even if the semester doesn’t allow for them to complete the project.  |
| Budget | Create a potential budget for the project, which may encourage students to think more broadly, and more hypothetically, which might help spur them to take definitive steps that might lead up to action.  |
| Stakeholders/Personnel | Identify the people who would be impacted by and would impact the change. Who all needs to be involved to make this work successfully?  |
| Evaluation | Include the steps the team takes to decide whether to not the program was working. This may explore the way the project could be implemented, or it might include continuing research that shows that change is happening.  |
| Next Steps | Identify steps to be taken after the plan is initiated. This could take many forms depending upon how far into the project your students are able to get.  |

Action Plan Write-up