

Develop an Action Plan and Logic Model

Developing an action plan means turning ideas raised during the assessment process into reality. Action plans keep you on track and focused by setting objectives and timelines, provide guidelines for achieving objectives, help you monitor your progress and successes, and give you a clear vision of what you are going to do and what outcomes to expect. An action plan firmly states goals, measurable objectives, and time-phased action steps. It also identifies resources and responsible individuals, groups, or organizations and describes how to evaluate the activity. Developing an action plan in concert with partners and stakeholders is a helpful way to solidify activities and identify personnel, financial resources, and other inputs that are important to initiating change in the ECE arena. The Action Planning Worksheet on the next page, and example logic model that follows, will help you craft an action plan for your efforts.

Action Planning Worksheet

Selected Opportunity: Indicate which Opportunities from the Spectrum will be pursued.

Action Steps: List the activities required to pursue each opportunity.

Materials, Resources, and Personnel: List the individuals who will do the work & the resources and tools they need to get the job done.

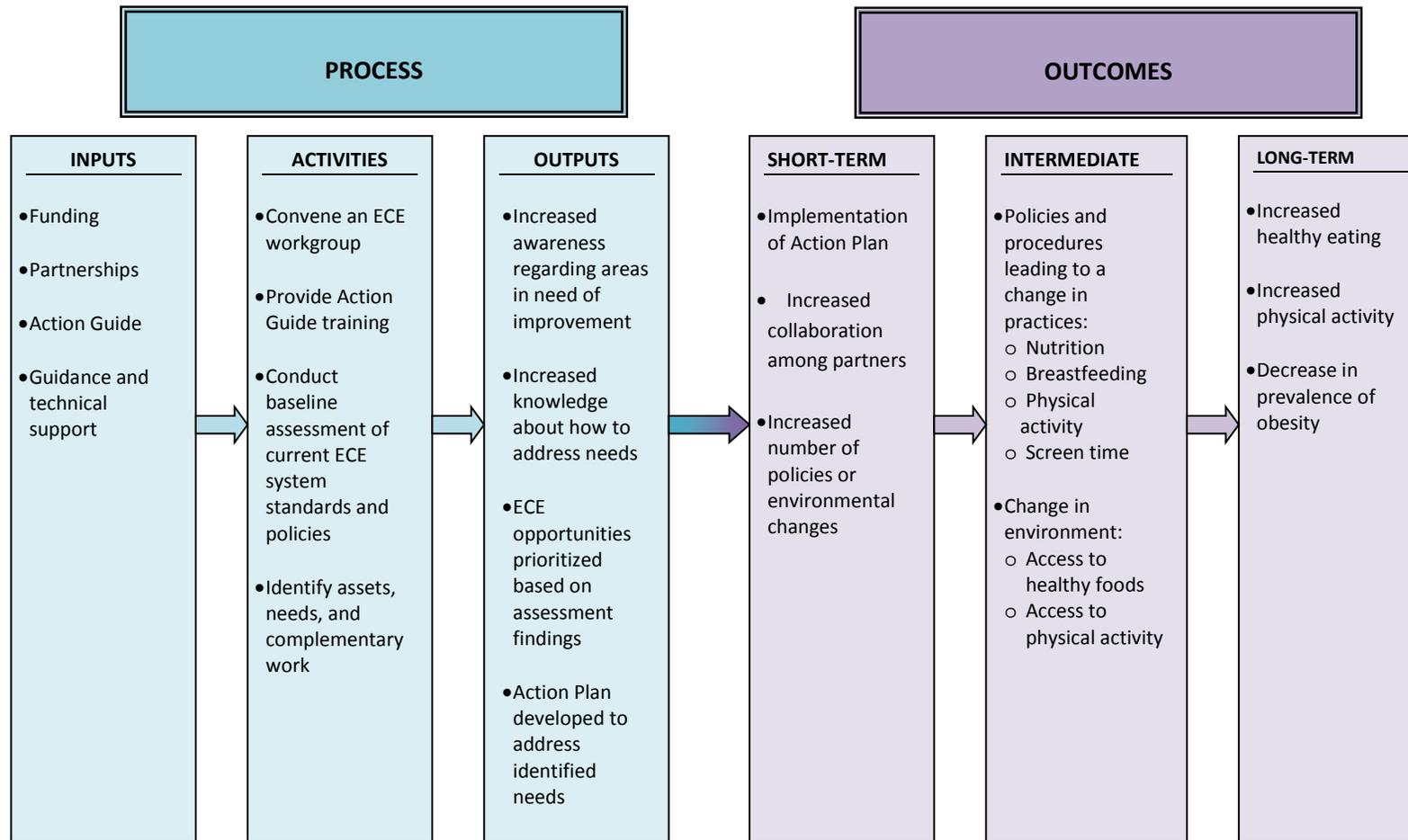
Time Frame: When will implementation begin? How long will it take to finish?

Evaluation Method: How will you measure whether you are successful?

Selected Opportunity	Action Steps	Materials, Resources, and Personnel	Time Frame	Evaluation Method	Comments
1.	1.1				
	1.2				
	1.3				
	1.4				
	1.5				
2.	2.1				
	2.2				
	2.3				

Selected Opportunity	Action Steps	Materials, Resources, and Personnel	Time Frame	Evaluation Method	Comments
	2.4				
	2.5				
<hr/>					
3.	3.1				
	3.2				
	3.3				
	3.4				
	3.5				
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4.	4.1				
	4.2				
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Example Logic Model for Early Care and Education Action Plan



(See the evaluation guide “Developing and using a Logic Model” at http://www.cdc.gov/dhdsp/programs/nhdsp_program/evaluation_guides/logic_model.htm for more information).

