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| **STEPS** | |  |  |
| Action  *Break down the solution into small steps* | Resources  *What do we need for this step?* | Who  *Who will be involved in this step?* | Timeline  *When will this step start and stop?* |
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| **REFLECTION** | |
| Did we reach our goal? |  |
| What worked? |  |
| What would we change next time? |  |
| Was it easier or harder than we thought? Why? |  |

|  |  |
| --- | --- |
| **ACTION PLAN** | |
| Issue |  |
| Causes |  |
| Who could help? | 1.  2.  3. |
| Potential solutions | 1.  2.  3. |
| Which potential solution will you act on? Why? |  |
| What is the result you hope to see from this solution? |  |
| How long will it take to do? |  |
| How will we know if it works? |  |