



## Action Planning Tool

May 2022 Version 1.0

|                              |
|------------------------------|
| <b>Team members present:</b> |
|                              |

| Planning Date | Precise Problem Statement | Root Cause/<br>Contributing Factors | Goal (Outcome/Target) | Review Date |
|---------------|---------------------------|-------------------------------------|-----------------------|-------------|
|               |                           |                                     |                       |             |

| Fidelity data to be collected<br>(How will we know we implemented our plan as intended?) | Outcome data to be collected<br>(How will we know our plan has worked?) |
|--|---|
|  |   |
| Who will collect the data?   | Who will collect the data?  |
|  |   |
| When will data be collected?   | When will data be collected?  |
|  |   |

| Action Step | Person(s) Responsible | Resource(s) Needed | Target Date | Date Completed |
|-------------|-----------------------|--------------------|-------------|----------------|
|             |                       |                    |             |                |
|             |                       |                    |             |                |
|             |                       |                    |             |                |