Step 1: **Translate**

Initiative Action Plan Template

How to use this template	
Why would you use this template?	*For each initiative, use this action plan template to describe the context for the initiative, assign staff roles, and estimate anticipated outcomes, milestones, resources required, and interdependencies with other departments/functions*
When would you use this template?	*After strategic priorities have been translated into initiatives, as you detail what each initiative will entail*

Initiative #: Name of Initiative Here

1. Related Strategic Priority

Select the organizational priority or priorities that this initiative will help to achieve

- ☐ SP #:
- ☐ SP #:
- ☐ SP #:

2. Initiative Context and Expected Results

Describe the project, why it was developed, expected results, and how its success will be assessed.

3. Team

Initiative lead:	*Name, Title, Department/Region*
Team members:	*Name, Title, Department/Region* *Name, Title, Department/Region* *Name, Title, Department/Region*
Proposed start date:	*MM/DD/YY*
Proposed end date:	*MM/DD/YY*

4. Resources Required

Financial and other resource implications:	*Describe additional hires or other major costs associated with implementing initiative*

5. Initiative Work Plans and Interdependencies

Objectives	Outcomes	Lead	Due Date / Milestones	Interdependencies
List by objectives for initiative in chronological order of estimated completion	*List the expected outcomes for each objective*	*Designate the person who will own initiative*	*MM/YYYY*	*List requirements from departments/ functions within the organization (i.e., fundraising, training, HR, evaluation, etc.) needed to achieve each objective*