

Action Item Planning

This Action Item Planning Worksheet can be used to record and share the action items developed during Step 5 of the planning process. The sample chart below shows how to complete a section of the worksheet. The following pages contain blank version of the Action Item Planning worksheet that the steering committee can complete.

Sample

Priority #1

Help young adults in our community connect to in-demand career opportunities in our community.

Action Item	Time Frame		Responsible Person or Persons
	Short-Term	Long-Term	
Implement the YouScience profile with all 10th grade students.	<input checked="" type="radio"/>	<input type="radio"/>	Dr. Lillyblad (high school counselor) and Dr. Davis (school district superintendent)
Create 20 new work-based learning placements for in-demand occupations.	<input type="radio"/>	<input checked="" type="radio"/>	Jamal Jessie (work-based learning coordinator) and Brooke Perez (chamber of commerce executive)
Plan a parent university event to educate parents on local opportunities and pathways to achieve them.	<input type="radio"/>	<input checked="" type="radio"/>	Kira Crowe (Acme Widgets) and Dr. Lillyblad (high school counselor)
Invite industry leaders to serve on relevant program advisory committees.	<input checked="" type="radio"/>	<input type="radio"/>	David Tanner (economic development director) and Rope Roberts (Community Healthcare Inc.)
Create a teacher externship program to expose CTAE and academic teachers to local industries.	<input type="radio"/>	<input checked="" type="radio"/>	Serra Hall (economic development project manager), Dr. Davis (school district superintendent), and Rebecca McIver (city manager)

Action Item Planning

Priority #1

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Action Item	Time Frame		Responsible Person or Persons
	Short-Term	Long-Term	

Priority #2

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Action Item	Time Frame		Responsible Person or Persons
	Short-Term	Long-Term	

Action Item Planning

Priority #3

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Action Item	Time Frame		Responsible Person or Persons
	Short-Term	Long-Term	

Priority #4

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Action Item	Time Frame		Responsible Person or Persons
	Short-Term	Long-Term	