

ACTION PLAN

GOAL WE ARE WORKING TOWARD:

In order to reach the identified goals.....

- What needs to take place *immediately* – within the next month
- What needs to take place *down the road?* – within the next 3-6 months

	Who	By When	What's the Outcome?	How do we Know it's Working?
<i>Immediate Steps</i>				
1.				
2.				
3.				

One team's action plan might have included the following sections and information:

Need: Students need to understand what transition is about and start thinking about their futures

Goal: To develop and host a one-day student transition conference or transition fair

Steps to take	Who will complete	Resources needed	Projected date of completion
1. Identify what specific topics students are interested in	1. John and Maria will ask students and other teachers	1. other teachers can ask students	1. Sept. mtg.
2. Identify a date for event	2. S. look at school calendar	2. none	2. Sept. mtg.
3. Identify a place	3. Sam will identify some possibilities and costs	3. possibly \$\$ for rent	3. Sept. mtg.
4. Develop a draft of the conference schedule	4. entire committee	4. none	4. Sept. mtg.
5. Identify session speakers/activities based on students' input	5. entire committee	5. good ideas!	5. October mtg.
6. Coordinate sessions	6. Judy and Linda	6. none	6. by Nov. mtg.
7. Arrange lunch	7. Sam will check with school cafeteria	7. info from Dietician	7. by Nov. mtg.
8. Lay-out conference schedule	8. Judy will ask the Computer Teacher	8. Computer Lab Teacher	8. by Jan. mtg.
9. ID registration procedures	9. John & Maria	9. assistance from teachers	9. report at Nov. mtg.