

## ACTION AGENDA WORKSHEET:

TITLE:

DESCRIPTION (What, Where and Why?):

TARGET AUDIENCE (Who):

EXPECTED GOALS AND OUTCOMES:

IMPACTS:

TIMELINE (When):

RESOURCES REQUIRED:

DATA SOURCES:

ACTION COORDINATOR:

AGENCIES:

PERSONNEL / CONTACTS:

COSTS:

OTHER:

SPECIFIC ACTION STEPS AND OUTLINE:

MEASURES OF SUCCESS:

## ACTION AGENDA DECISION RULES:

Outcomes – Focused:

Informed by Data:

Reflects Community Concerns:

Aligns with Existing Community Capacity & Priorities:

Addresses Key Gaps:

Considers Return On Investment, whether Financial, Time or Other Resources:

Opportunity to Build Collective Capacity and Momentum, balancing short-term, medium –term and long-term efforts:

Something That Can Only Get Done if We Come Together:

Is Clearly Articulated and Includes Specific “Asks” for Different Members of the Community:

Does this action have a clear outcome with measurable goals?

Does this action represent a time-limited opportunity?