

## Action Step Development Worksheet

Action teams can use this worksheet to identify, develop, implement, and evaluate action steps that need to be accomplished to complete projects or

community initiatives. Action teams are encouraged to complete a separate sheet for each action step.

**Goal:**

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**Project:**

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**Before completing the next section, consider the following questions:**

- Does it have several smaller steps or phases?
- Is it a series or group of projects?
- If so, does it require that they all proceed?
- Should you pick one of the small projects or phases to evaluate now and wait to consider others later?

**What would the project achieve? (Why do it?)**

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**Who can help?** (Identify individuals and organizations in and outside the community that can help.)


**Who would the action step help?**

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**Would the project hurt any individuals or groups in the community?    Yes    No    If so, who?**

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**The project would require:** (Circle all that apply)

Paid staff      Volunteers      Technical assistance      Equipment      Construction      Financing

**What action steps can be initiated to accomplish this project, who will do it, and when will it be done?**

Action step	Who will do it?	By when?