# Action/Project Planning Key Steps

**2.** Describe the activity or task you are trying to implement. What is Current State vs. desired Future State?

**3.** Define the goal for the activity or task in terms of SMART (Specific, Measurable, Attainable, Realistic, Time-phased)

**1.** Choose strategic objective from priority list identified during your community care coordination planning event

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| **Action Plan 1** | |  | | | |
| **Activity/Task** | |  | | | |
| **Goal** | |  | | | |
| **#** | **What is the Action Step?** | | **Who is the Driver?** | **By When?** | **Follow-Up and**  **Next Steps** |
| **1.** |  | |  |  |  |
| **2.** |  | |  |  |  |
| **3.** |  | |  |  |  |
| **4.** |  | |  |  |  |
| **5.** |  | |  |  |  |



*Template Source: Stroudwater Associates*