## Sample Action Plan

This template supports the creation of an action plan during the data meeting. Additional examples of action plan templates are available in the Resources section at <https://ideadata.org/toolkits/#resources01> of IDC’s [Success Gaps *Toolkit*](https://ideadata.org/toolkits/#resources).

**Date:**

**Objective:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action Steps** | **Persons Responsible** | **Resources Needed** | **Evaluation Plan** | **Date and Status** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |