



ACTION PLANNING GUIDE

Now that you've identified up to three areas to prioritize for improvement, it is time to put together an Action Plan! Here are some important things to keep in mind when developing this plan.

- **Obstacles and Challenges** – What may stand in the way? What challenges currently exist or may arise as you try to achieve your objectives?
- **Resources Needed (Internal & External)** – What resources will you need, both internal (within the school/district) and external (from community partners)? Consider resources that currently exist as well as those that may be available to be obtained. Remember that time, money, personnel, materials, space and research are all potential resources.
- **Action Steps (S.M.A.R.T. Objectives)** - The establishment of all objectives should be created using the S.M.A.R.T. philosophy. Each objective should be: **Specific**; **Measurable**; **Achievable**; **Relevant**; and **Time-Oriented**.

Specific: What is to be done? What will you achieve? What will it look like? How will you know it when you see it?

Measurable: Define the objective using assessable terms (quantity, quality, frequency, costs, deadlines, etc.). How will you know it meets expectations? What are the quantity expectations? What are the frequency expectations? What are the cost expectations? What are key deliverables and deadlines? How will you know it is done?

Achievable: Can we really do it? Do we have the experience, knowledge, and capability needed to fulfill the expectation? Do the people who will be making it happen have a way to carve enough time out of their schedules? Can it be done giving the time frame, opportunity and resources? Is this realistic?

Relevant: Should it be done? Why? What will be the impact? Is the objective aligned with an overall strategic plan and the other "big picture" issues?

Time-oriented: When will it be done? What are key milestones? What is the time line for completion?

You may use our worksheet, or create your own, to identify your Action Plan for your Carnegie STEM Excellence Pathway priorities.



CARNEGIE SCIENCE CENTER

ACTION PLAN

School/District: _____

Completion Date: _____ Follow-Up Date: _____

Priority Area	Obstacles/Challenges	Resources Needed (Internal & External)	Action Steps (S.M.A.R.T. Goals)
#1: Current Rating: Target Rating:			
#2: Current Rating: Target Rating:			
#3: Current Rating: Target Rating:			