Local System Certification Team Action Planning Form

Review your self assessment form. Determine your key priorities to complete to move your team towards certification. List those key priorities in the first column. Determine activities to complete each key priority and list who will be responsible, the expected outcomes and due date. Update this form at each team meeting to list progress and make adjustments.

Priority Objectives *What We Will Do*	Activities *How We Will Do It*	**Lead** *Lead/ Others?*	**Due Date**	**Expected Outcome** *What is the Result?*	**Potential Roadblocks/ How to Address**	**What Success Looks Like**	**Progress & Adjustments** *Accomplishments/ Date*