FORGE Action Plan Template

Chapter:

Date:

This document is intended to be used as a template for chapters completing their action plan. It provides guidance for identifying SMART goals and addresses expectations outlined in the FORGE program. **We encourage you to complete one goal for each point of emphasis, however chapters should complete four goals total at minimum.**

|  |  |
| --- | --- |
| Point of Emphasis Action Plan | |
| Using the goals outlined in your assessment, you will create an action plan that details *how* you will accomplish these goals. All goals should be SMART: Specific, Measurable, Attainable, Relevant, and Timely. | |
| Goal 1: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 2: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 3: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 4: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 5: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 6: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |
| Goal 7: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |

|  |  |
| --- | --- |
| Goal 8: | Question 1: How is this goal specific? What will be executed or accomplished as a result of this goal? Who is responsible for this goal (this might be multiple people)?  Question 2: How is this goal measurable? What is the metric for success? How will we know the goal has been accomplished? (This often includes specific numbers, percentages, or projects completed or attained)  Question 3: Is this goal realistic? Do I need to adjust this goal? Is it likely my chapter will accomplish this goal? What are the barriers to possible success of this goal?  Question 4: How does this goal help us address the concerns or areas of improvement identified in our assessment? How does this goal help us attain the expectations of our (inter)national organization? How does this goal ensure we are living our organizational values/purpose?  Question 5: By when will this goal be accomplished? This might include a number of smaller dates for help in achieving the overall goal. Remember, this is an action plan, so this should outline how you will *actually* accomplish the goal. Sometimes breaking up the goal into smaller steps is helpful. |