**Instructions:** Share all the goals with your team that you documented during the Summit and/or in WHOVA. Then prioritize them and create an action plan. Below is a tool to help you track your progress.

**Guidance:**

* Milestones – enter the steps needed to reach the goal
* Resources – enter the people, department, time and/or funds needed to complete the milestone
* Start Date – enter when the person/people responsible for this milestone will begin
* Target Date – enter when you want this milestone in the goal to be completed. *Note if another step depends on this step.*
* Responsible – enter who is/are responsible for completing this milestone
* Specific Outcome(s): enter how you will measure success/completion of this milestone

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| --- | --- | --- | --- | --- | --- | --- |
| Goal #1: | | | | | | |
|  | Milestone(s) | Needed Resources | Start Date | Target Date | Responsible | Specific Outcome(s) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Goal #2: | | | | | | |
|  | Milestone(s) | Needed Resources | Start Date | Target Date | Responsible | Specific Outcome(s) |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |

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| Notes: |