### Action Plan

Goal: 

Measure of Success: 

Goal Point Person (Ensures that goal moves forward): 

Check Dates(s): 

<table>
<thead>
<tr>
<th>Objectives/Activities</th>
<th>Person(s) Involved</th>
<th>Dates</th>
<th>Cost</th>
<th>Products/Results</th>
<th>Measure(s) of Success</th>
</tr>
</thead>
</table>

This planning session has one rule: People cannot be assigned tasks unless they are present. If it is unavoidable, then someone in this room is assigned the task of notifying and/or negotiating with the individual.