

46 Appendix A: Overall Action Plan Worksheet

Major Action Steps to be Taken	Priority (Assign each Step a Number)	Projected Completion Date	Actual Completion Date
1. _____ _____ _____	_____	_____	_____
2. _____ _____ _____	_____	_____	_____
3. _____ _____ _____	_____	_____	_____
4. _____ _____ _____	_____	_____	_____
5. _____ _____ _____	_____	_____	_____
6. _____ _____ _____	_____	_____	_____
7. _____ _____ _____	_____	_____	_____
8. _____ _____ _____	_____	_____	_____
9. _____ _____ _____	_____	_____	_____
10. _____ _____ _____	_____	_____	_____

# Action Steps

Description of Action to be Taken:

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Specific Steps Required	Persons Assigned	Projected Completion Date	Problems/ Delays Encountered	Actual Completion Date
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