



<b>Action Steps</b>	<b>Responsible</b>	<b>Deadline</b>	<b>Resources</b>	<b>Potential Barriers</b>	<b>Result</b>
<i>What task will be done?</i>	<i>Who will do it?</i>	<i>By when?</i>	<i>What do you need to complete this step? (People, money, tools, etc.)</i>	<i>What could get in the way of task completion? How will you overcome them?</i>	<i>What is the outcome of the task?</i>