

Example of Completed Action Plan Template

Action Plan Template #1 Example				
Dates	Task	Details steps to complete task	Relevant Success Criteria/ Specification	Progress Note
October	Determine ATL skills	Review weebly and guide for support to choose ATL skills Decide which ATL skills I will use for building my PC- Self-Management and Research		Done
October	Research building a PC	Online research on how to build a computer and research parts- need 3 sources Understand how parts function together and determine which parts to buy Ensure parts are compatible	Function Aesthetics Size Safety Material	Needed more time; completed by 10/15
October	Revise Criteria for product (PC)	Based on my research, I may have to revise my criteria and specifications for the computer.	Function Material	Done
October	Ordering PC parts online	Have research completed and decisions on parts to buy Check delivery time to ensure parts delivered in reasonable time to complete project	Time Function Aesthetics	Needed more time- parts arrived late- 11/1
November	Conference #2	Determine when I can meet with Dr. Showers to discuss project		Done
November	Assembly PC	Build the computer over break	Time	Done- completed over Break
December	PC trouble shoot	Troubleshoot any issues if computer doesn't work after build	Function Safety	Completed over Winter Break
December	Evaluate my product Reflect on Impact	Use the specification chart to evaluate the success of building my PC Spend time reflecting on impact of the research and building of PC	Impact	Needed more time; completed by Jan 11
January	Rough Draft Conference #3	Create rough draft Discuss conference questions with advisor		Done; Jan 25
February	Report & Product due	Complete self-assessment, final draft for submission, and prepare for presentation		Feb 15

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Action Plan Template #3 Example				
Success Criteria/ Specification	Action to Take	Resources and Materials Needed	Time Needed to Finish	Completion Date
	Review weebly and guide for support to choose ATL skills Determine ATL skills needed- Self- Management and Communication	ATL skills chart	2 days	October 2 nd
Aesthetics Materials Size Safety	Research cost and the most economical brand of supplies to purchase Buy or order material (canvases, easel, putty eraser, and charcoal)	Easel Canvases (2-11x14, 2-18x24, 1- 24x30) Putty Easer Charcoal	2 weeks	October
Time	Research and practice charcoal art skills before beginning first drawing- need 3 sources Interview art teacher (will count as a source) Enroll and complete a mini art course at the SCAD	Online art course	4 week course- complete before November Use month of November to practice drawings	October 30 th
Aesthetics Size Time Material Customer	Beginning drawing self-portraits Complete portraits to get feedback from art teacher Conference #2 with advisor and art teacher	All material above; quiet space- rearranged downstairs space at home and worked after school with art teacher	1 portrait a week- completed by Dec 11 th - date to complete to enter SCAS contest	Dec 4 th
Impact	Use success criteria/ specification chart to evaluate product Reflect on the impact of the project		Winter Break	Dec 30 th
	Complete Rough draft Complete conference #3		Use month of January to write rough draft	Jan 25 th
	Create self- assessment, final draft for submission, and prepare for presentations	Take pictures or record drawing for presentation	2 weeks	Feb 13 th