

Action Plan Table

The table below is provided for use in setting action plans to carry out various strategic initiatives considered and determined by the Strategic Planning Team of the church. It is not enough to discuss thoughts and ideas if we do not write them down and follow-up and follow through with each desired or needed action.

Set Date **Action Desired** **Target Date** **Person Responsible**

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Set Date is the date placed by the Planning Team as an action to be carried out.

Action Desired is a brief description of the item to be carried out.

Target Date is the desired date of completion for this particular action.

Person Responsible is self-explanatory.

It may be of better efficiency to have an Action Plan Table for each major strategic change considered using the lines in each table for actions desired for that particular item or ministry. For example if you are considering a strategic plan for improving your Sunday School and implementing a Greeter Ministry, you would want two separate Action Plan Tables. Each table would have action items pertaining to that specific Strategy plan.