

WorkPlan

Identify 1-2 SMART goals that you plan to work on this year. Your goals should lead to policy, system or environmental change.

SMART Goals & Action Steps <i>Specific*Measurable*Attainable*Realistic*Timely</i>	Person(s) Responsible	Timeline	Success Criteria: <i>how we will know it's successful</i>	Notes:	
Goal #1:					
Action Steps					
1					
2					
3					
4					
5					
6					
Goal #2:					
Action Steps					
1					
2					
3					
4					
5					
6					

WorkPlan

Promotion

Please describe how you plan to communicate and promote your new initiative to staff, students and/or community members.

Evaluation

Please describe how you plan to track, measure and evaluate your efforts.

Budget Detail

Please describe how you will use your funds to support your goals.

	Budgeted Amount	Actual Budget
1		
2		
3		
4		
5		
6		
TOTAL		