

## PLANNING WORKSHEET

**NEED and/or OPPORTUNITY** you are trying to address:

**GOAL (or OUTCOME)** – the result you are trying to achieve within 3-5 years to address the need or opportunity:

**RATIONALE** for the goal – how achieving this goal will move you towards the vision (include any assumptions):

**OBJECTIVES (or INDICATORS) – how you will know you are making progress towards the goal:**

A.

B.

C.

D.

Objective A (HOW to achieve the Goal):			
Action Steps	By When	By Whom	Resources Needed
A.1.			
A.2.			
A.3.			
A.4.			
A.5.			

Objective B (HOW to achieve the Goal):			
Action Steps	By When	By Whom	Resources Needed
B.1.			
B.2.			
B.3.			
B.4.			
B.5.			

Objective C (HOW to achieve the Goal):			
Action Steps	By When	By Whom	Resources Needed
C.1.			
C.2.			
C.3.			
C.4.			
C.5.			

Objective D (HOW to achieve the Goal):			
Action Steps	By When	By Whom	Resources Needed
D.1.			
D.2.			
D.3.			
D.4.			
D.5.			