

Integrated Action Plan Worksheets

Plan Worksheet Option 1

Primary Need #1	Primary Need: (head of fishbone)	
	Root Cause:	
	Needs Statement: (tail of fishbone)	
	Desired Outcome: (Needs statement restated in a positive)	
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)	
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:

Primary Need #2	Primary Need: (head of fishbone)	
	Root Cause:	
	Needs Statement: (tail of fishbone)	
	Desired Outcome: (Needs statement restated in a positive)	
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)	
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:

Primary Need #3	Primary Need: (head of fishbone)	
	Root Cause:	
	Needs Statement: (tail of fishbone)	
	Desired Outcome: (Needs statement restated in a positive)	
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)	
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:
	Strategy:	Action Steps Implementation: Monitoring: Evaluating:

Plan Worksheet Option 2 (includes all sections in ALEAT)

Put all this information in the principle summary box in ALEAT for your Target Principle	Primary Need: (head of fishbone)
	Root Cause:
	Needs Statement: (tail of fishbone)
	Desired Outcome: (Needs statement restated in a positive)
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)

Strategy #1: Title: Narrative:	Action Step Title	Action Step Narrative	Start-End Dates	Person Responsible	Data to Collect
	Implementation:				
	Monitoring:				
	Evaluating:				

Put all this information in the principle summary box in ALEAT for your Target Principle	Primary Need: (head of fishbone)
	Root Cause:
	Needs Statement: (tail of fishbone)
	Desired Outcome: (Needs statement restated in a positive)
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)

Strategy #2: Title: Narrative:	Action Step Title	Action Step Narrative	Start-End Dates	Person Responsible	Data to Collect
	Implementation:				
	Monitoring:				
	Evaluating:				

Put all this information in the principle summary box in ALEAT for your Target Principle	Primary Need: (head of fishbone)
	Root Cause:
	Needs Statement: (tail of fishbone)
	Desired Outcome: (Needs statement restated in a positive)
	SMART Goal: Process (if appropriate) Impact (If the primary need is fixed how will your % proficient be affected?)

Strategy #3: Title: Narrative:	Action Step Title	Action Step Narrative	Start-End Dates	Person Responsible	Data to Collect
	Implementation:				
	Monitoring:				
	Evaluating:				