



<b>Topic</b> <i>(Please describe the topic you're addressing. Think about what is needed to translate the topic in your everyday work.)</i>					
<b>Goal</b> <i>(Be sure to write "SMART" goals (specific, measurable, attainable, relevant and time-sensitive).)</i>					<b>Duration:</b>
<b>Action Steps</b> <i>(What will you do?)</i>	<b>Target</b> <i>(Who will benefit?)</i>	<b>Timeline</b> <i>(By when?)</i>	<b>Resources</b> <i>(list financial, human, organizational resources or materials needed)</i> A. Resources available B. Resources needed	<b>Knowledge</b> <i>(What more do I need to know? Where could I find the information?)</i>	<b>Potential Barriers</b> <i>(What are the potential challenges you face? How will you overcome them?)</i>
Step 1:			A.  B.		
Step 2:			A.  B.		
Step 3:			A.  B.		
Step 4:			A.  B.		
Step 5:			A.  B.		