



ACTION PLANNING

Steps	Who is responsible for completing this step?	What resources are needed? (knowledge, skills, money, time, etc.)	When does this need to be accomplished?	Notes

Remember to consider the following:

1. *Getting approval for the change.*
2. *Getting buy in from key stakeholders.*
3. *Putting the change in place.*
4. *Communicating the change to school community.*
5. *Planning for sustainability*



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