Action Plan Template

Goal: Distributed Leadership

Team who completed action plan: Aaron Minyard, Jenny Johnson, Katie Hoffman, Clair Cole, Dominique Mancouso, Liz Dougan, Dan Hoffman, Leanne Weyman

Detailed Tasks

Task	Beginning Date	Ending Date	Individual Responsible
Define leadership opportunities currently at STEM	12/11/19	12/11/19	Leanne Weyman
Team meeting: outline Leadership Opportunities available at STEM	12/12/19	12/12/19	Team
Review Town Hall comments; determine 1 & 3 year goals	2/18/20	2/18/20	Team
Develop graphic based on PMBOK/SDLC methods	2/19/20	2/22/20	Leanne Weyman
Gather geedback from team on graphic and 1& 3 year goals	2/22/20	2/28/20	Team
Consult with experts to request measurement recommendations	3/01/20	4/30/20	Leanne Weyman
Develop measurable, deliverable goals for leadership development		10/20/20	Team
Implement cycle 1 of leadership development model: Students	10/20/20	5/20/21	Team
Implement cycle 2 of leadership development model: TBD	8/20/21	TBD	Team