

Action Plan Template

ECE Program Name:

Wellness Policy Goal:

Start Date:

Target Completion Date:

Child	Family	Program Staff	Program Environment
1. [Enter action step to reach goal]	1. [Enter action step to reach goal]	1. [Enter action step to reach goal]	1. [Enter action step to reach goal]
2. [Enter action step to reach goal]	2. [Enter action step to reach goal]	2. [Enter action step to reach goal]	2. [Enter action step to reach goal]
Person Responsible: [Name the staff that will lead the action step.]	Person Responsible: [Name the staff that will lead the action step.]	Person Responsible: [Name the staff that will lead the action step.]	Person Responsible: [Name the staff that will lead the action step.]
Resources Needed: [List any materials, supplies, or other resourced needed to complete the action]	Resources Needed: [List any materials, supplies, or other resourced needed to complete the action]	Resources Needed: [List any materials, supplies, or other resourced needed to complete the action]	Resources Needed: [List any materials, supplies, or other resourced needed to complete the action]