

Tactics Action Plan Worksheet

Goal: (approved goal statement here)

Strategy: (approved or draft strategy here)

Tactic: (approved draft tactic here)

Action Steps

Actions prioritized	Action step description	Timeline for implementation	Expected outcomes and milestones	Staff responsible for implementation
1				
2				
3				
4				

Current Initiatives to Link to/with and Integrate

Initiative	Brief description	Timeline for completion	Area responsible
1			
2			
3			

Tactic Staffing

Role	Name	Work team/unit	Comments
Lead			
Supporting/collaborating			
Supporting/collaborating			
Supporting/collaborating			

Measurement

Metric	Data used for measurement	Location of data	Frequency of measurement	Who reported to?
1				
2				
3				
4				

Budget implications for this Tactic

Budget item (e.g., staff, operating, capital, etc.)	Total amount needed to fund	Amount available from existing sources/repurposed	New funds (one-time or continuing)	Amount of new funds needed for each FY of SEM Plan
1				
2				
3				
4				