**Key Actions and Deliverables to Achieve the Goals**

Work backwards from your goals for year one. Identify targets, data collection, deliverables, check-ins, adjustments, and communications. Include the person responsible if known.

|  | **Spring 20XX** | **Summer 20XX** | **Fall 20XX** | **Spring 20XX** | **Summer 20XX** |
| --- | --- | --- | --- | --- | --- |
| **Targets**   * What milestones are required to meet your year-one goals? |  |  |  |  |  |
| **Deliverables**   * What needs to be developed? |  |  |  |  |  |
| **Data collection**   * What data will be collected? * Who will be responsible for collecting it? * When will the data be collected? |  |  |  |  |  |
| **Check-ins**   * When will you review data and note progress to the team? |  |  |  |  |  |
| **Adjustments**   * How will you decide what adjustments to make? |  |  |  |  |  |
| **Communications**   * When will you communicate progress and celebrate success? * How will this information be disseminated? |  |  |  |  |  |