**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?
 |  |  |  |  |  |