



Action Planning Table

Instructions

Utilize the Action Planning Table to document the actions, people, time, and resources needed to improve or implement prioritized BASIC Components and Subcomponents. This table can also be used to track progress and note when the actions listed in the table have been successfully completed including noting supporting evidence of completion.

Prioritized BASIC Components/ Subcomponents	Actions	Opportunities for Alignment/ Integration with Other Processes or Initiatives	Person(s) Responsible	Resources Needed	Timeline	Evidence of Successful Completion

