**Action Plan for [Shared Services Initiative Name]**

Collaborating Jurisdictions/Group(s):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Action Steps**

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| --- | --- | --- | --- | --- | --- | --- |
| **Action Steps** | **By Whom** | **By When** | **Resources and Support** Available / Needed | | **Potential Barriers or Resistance** | **Communication Plan for Implementation** |
| What needs to be done? | Who will take actions? | By what date will the action be done? | Resources Available | Resources Needed (financial, human, political, and other) | What individuals/ organizations might resist? Other barriers? | What individuals and organizations should be informed about / involved with these actions? |
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Adapted from: KU Work Group for Community Health and Development. (2013) Chapter 8, Section 5: Developing an Action Plan. Lawrence, KS: University of Kansas. Retrieved February 13, 2014, from the Community Toolbox: <http://ctb.ku.edu/en/table-of-contents/structure/strategic-planning/develop-action-plans/main>