**Action Plan in Table Format**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Specific area where improvement is needed** | **Evidence to support the recommended change** | **Person(s) responsible for implementing the change** | **Timeline for implementation** | **Resources needed** | **Assessment Plan** |
| Item#1 |  |  |  |  |  |
| Item #2 |  |  |  |  |  |
| Etc. |  |  |  |  |  |