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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | |  | | --- | | **Definition of Objectives (what)** | | **Reasoning (why)** | **Strategies and actions  (how)** | **Timeline:**  **Start - Finish**   |  | | --- | |  | | **Responsibility**   |  | | --- | |  | | **Resources, requirements** | **Monitoring procedures** |
| |  | | --- | |  |   **Areas of Analysis and Action** | Changes or improvements to be achieved (in the short term) | Why are the changes important and for whom? | What will be done to achieve the outcomes? | Expected start and completion dates | Who will be responsible for the action? | What resources are required to put the strategy into action? | How will you know that the strategy has worked, how to measure outcomes? |
| Institutional management |  |  |  |  |  |  |  |
| Curriculum development |  |  |  |  |  |  |  |
| Inclusive teaching and learning   |  | | --- | |  | |  |  |  |  |  |  |  |
| Feedback and assessment |  |  |  |  |  |  |  |
| Accessible and supportive learning environments |  |  |  |  |  |  |  |
| Staff engagement |  |  |  |  |  |  |  |

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