

Action Plan for _____ (Name)

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 design							
Inclusive teaching and learning							
Academic assessment and feedback							
Accessible and supportive learning environments							
Staff engagement							

