



Checklist for a Completed Action Plan

Once your Plan is ready, check for all these elements that maximize your success probabilities:

- Meaningful. This Action Plan states WHAT will be accomplished to live, nurture or share our Faith in more extensive and profound ways. Our parish objective relates to Archdiocesan Pathways and Objectives.
- Actionable. It includes a comprehensive list of tasks/steps indicating HOW to meet the objective.
- Realistic. The plan is attainable, taking into account available and required time, talent, materials, and money.
- With ownership. Our plan indicates the persons responsible for each task/step, and these individuals agree with leading them.
- Time-specific. Each task/step has a realistic completion date, and we can complete all of them within a 3-year time frame.
- Thorough. We have also analyzed any obstacles that may inhibit our actions and have alternatives ready.
- Approved. Our pastor has reviewed and signed the Action Plan.