

**New Orleans Drug Demand Reduction Coalition
Action Planning Worksheet**

Problem:

Goal:

Activity	Action Steps	Time-Frame	Person Responsible for Action Step (s)	Resources Available/Needed	Benchmarks

Activity: Those things needed to be accomplish to reach the intended goal (taken from outcome-based model).

Action Steps: Describe the tasks that are required to complete each activity.

Time-Frame: Project a completion time.

Person Responsible for Action Step(s): Name the person who will carry out each task.

Resources Available: Describe what is available and or needed to carry out activities.

Benchmarks: Develop performance indicators.

Describe any gaps or barriers in carrying out the activity listed:

**New Orleans Drug Demand Reduction Coalition
Action Planning Worksheet**

Problem:

Goal:

Activity	Action Steps	Time-Frame	Person Responsible for Action Step (s)	Resources Available/Needed	Benchmarks

Activity: Those things needed to be accomplish to reach the intended goal (taken from outcome-based model).

Action Steps: Describe the tasks that are required to complete each activity.

Time-Frame: Project a completion time.

Person Responsible for Action Step(s): Name the person who will carry out each task.

Resources Available: Describe what is available and or needed to carry out activities.

Benchmarks: Develop performance indicators.

Describe any gaps or barriers in carrying out the activity listed: