Member Project / Work Plan Template

| **Goal: *State your Goal*** | | | | | |
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| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
| *Define each action step on its own row. Define as many action steps as necessary by adding rows to the table.* | *An expected completion date (month and year or even specific day) must be defined for each action step.* | *An expected outcome must be defined for each action step.* | *An evaluative measure must be defined for each action step.* | *A responsible person must be identified for each action step.* | *Comments are optional, but helpful to maintain focus, clarity, and attention to relevant detail(s).* |
| **Goal 1: Complete minimum of 900 Service Hours** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
| Establish a work schedule | 9/5/2018 | Average 22.5 hours per week over 40 weeks | * Review timesheets (bi-weekly) * Compare expectations against progress | Me |  |
| Establish Plan B’s to ensure that I stay on track | 9/17/2018 |  |  |  |  |
| **Goal 2: Professional Development / Self-Learning** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 3: Reflections** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 4: Service Project** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 5:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 6:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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| **Goal 7:** | | | | | |
| **Key Action Steps** | **Timeline** | **Expected Outcome** | **Assessment Methodology** | **Person/Area Responsible** | **Comments** |
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