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**Action Plan**

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|  | **TARGET** | **ACTION TO**  **ACHIEVE TARGET** | **LEAD PERSON**  **DATE** | **MONITORING** | **RESOURCE COST** | **SPECIFIC**  **SUCCESS CRITERIA**  **IMPACT** | **MEASURABLE MILESTONES** | **NEXT STEPS** |
|  |  |  |  |  |  |  | By Autumn Term ..  By Sp[ring Term …  By Summer Term … |  |
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| HINTS | *What are you planning to achieve?* | *What will you do to achieve this?* | *Who will lead this?*  *When will this be? How often?* | *Who will check this is being done and measure the success?* | *How much will this cost?*  *Time resources required?* | *What will be the evidence of the actions, specifically?* | *To check that progress is being made towards achieving your final targets what evidence will there be at specific set times to allow monitors to tick these off?* | *What will you do now this is achieved?* |
| **Evaluation:** | | | | | | | | |