

# Assessment Action Plan

Requesting department/program: \_\_\_\_\_

Action plan/proposal title: \_\_\_\_\_

Amount requests: \_\_\_\_\_

Priority (options – low, medium, high): \_\_\_\_\_

Summary of need: \_\_\_\_\_

Justification: \_\_\_\_\_

Date of action/proposal implementation: \_\_\_\_\_

Expected outcomes of action plan/proposal: \_\_\_\_\_

Administrative Action (to be completed by approver)

Decision to fund: \_\_\_\_\_

Funding sources: \_\_\_\_\_

Low – would like but is really not needed

Medium – would assist to make the program/department more effective, but no necessary

High – needed in order to move program/department forward.