

**ACTION PLAN TEMPLATE #1**

**INTRODUCTION:**

Fellows are encouraged to create an action plan to help organize their work and track progress along the way. This is just one template CEEP has created for Fellows to do just that. Feel free to use this template or any other template that works for you.

**PROJECT DESCRIPTION:**

*Please describe your project to institutionalize electoral engagement in just a few sentences.*

**SUCCESS CRITERIA:**

This project will be successful if the following criteria are met:

**COMMUNICATION:**

*Please describe how you will communicate and coordinate your work with other stakeholders on campus in just a few sentences. (How often will you meet? Will you use email, phone, etc.?)*

**AREAS OF WORK:**

*Make sure to list the steps you will need to take, due dates you set for yourself and any relevant stakeholders. Please also note the status of each task, typing “Done” next to each completed task. For more help, check out* [*Action Plan Template #2*](https://docs.google.com/spreadsheets/d/1QvQoOHs6aaHOELbBT3Zar_b9YidBOp1BeMErqGCVABM/edit?usp=sharing)*, which can be completed in table format.*

**Outreach:**

**Materials/resources:**

**Volunteer coordination:**

**Other logistics:**

**POST-SEMESTER TASKS:**

*After a semester of hard work, it is important to remember to thank those you worked with and to ensure the work continues. Make sure to list the steps you will need to take, due dates you set for yourself and any relevant stakeholders. Please also note the status of each task, typing “Done” next to each completed task.*

**Debrief:**

**Send thank yous:**