**Work Plan – P3 Principal Leadership Series**

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**COMPETENCY**

***Directions:*** 1. Use this form to develop a work plan for each strategy identified using the Self-Assessment Tool.

2. Distribute copies of each work plan to the members of your team.

**Goal:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Steps**  *What Will Be Done?* | **Responsibilities**  *Who Will Do It?* | **Timeline**  *By When? (Day/Month)* | **Resources**   1. *Resources Available* 2. *Resources Needed (financial, human, political & other)* | **Potential Barriers**   1. *What are potential hurdles?* 2. *What are potential solutions?* | **Communications Plan**  *Who is involved?*  *What methods?*  *How often?* |
| **Step 1:** |  |  | A.  B. | A.  B. |  |
| **Step 2:** |  |  | A.  B. | A.  B. |  |
| **Step 3:** |  |  | A.  B. | A.  B. |  |
| **Step 4:** |  |  | A.  B. | A.  B. |  |
| **Step 5:** |  |  | A.  B. | A.  B. |  |

**Evaluation Process** *(How will you know that you are making progress? How will you determine that your goal has been reached? What are your measures? What lessons did you learn from this experience? What concepts, models, and/or strategies were most helpful to you in accomplishing this goal?)*