



Million Hearts[®]

in Municipalities Tool Kit

Action Plan Template

Use the template below or one you develop to outline the next steps for you/your planning team. Actions should be specific, measurable, achievable, relevant, and time-bound. If applicable, identify which members of the team will be responsible and the expected date of completion. Any resources that will be needed to complete the action should also be identified at this time. Plan to meet regularly to revisit the action items and provide updates on progress and/or barriers.

Actions to Take	Who is Responsible	Due Date	Resources Needed	Notes