

Goals & Action Plan

Use this template to organize the goals, targets and actions of your School Travel Plan. **Goals** are statements about what you want to achieve. **Targets** are milestones to help achieve goals. **Actions** help assign responsibility for achieving targets, steps to be taken and input that will be needed. Copy and paste the tables as needed to build your action plan.

[EXAMPLE]

GOAL 1 *All Students have the opportunity to safely walk and bike to school.*

Target A *Repair sidewalks by next school year.*

| | Action Item | Responsible Party/Person | Progress & Resources | Timeline | Approx. Cost |
|---|--|--------------------------|---|----------|--------------|
| X | Meet with town to discuss sidewalk improvements. | Working Group | PTA met with Anytown, NJ council last year. | Spring | None |
| | Contact property owners where sidewalks are in poor condition. | Anytown Public Works | | June | None |
| X | Get materials donated or discounted. | PTA President | | October | Low |

Goals & Action Plan

GOAL 1 *All Students have the opportunity to safely walk and bike to school.*

Target A *text*

| | Action Item | Responsible Party/Person | Progress & Resources | Timeline |
|--|-------------|--------------------------|----------------------|----------|
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Target B *text*

| | Action Item | Responsible Party/Person | Progress & Resources | Timeline |
|--|-------------|--------------------------|----------------------|----------|
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Target C *text*

| | Action Item | Responsible Party/Person | Progress & Resources | Timeline |
|--|-------------|--------------------------|----------------------|----------|
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