

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

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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

Target B *text*

	Action Item	Responsible Party/Person	Progress & Resources	Timeline

Target C *text*

	Action Item	Responsible Party/Person	Progress & Resources	Timeline