Action Plan Template

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| **Action Steps** | **Responsible** | **Deadline** | **Resources** | **Potential Barriers** | **Result** |
| *What task will be done?* | *Who will do it?* | *By when?* | *What do you need to complete this step? (People, money, tools, etc.)* | *What could get in the way of your task completion? How will you overcome them?* | *What is the outcome of the task?* |
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Using the work space above, identify all the things that need to be done to ensure proper and effective use of the Collaboration Tool between Gen Ed and ESL teachers in your district.