

## QRIS Site and/or Classroom Quality Improvement Plan

Action Plans are short-term plans that describe specific, small steps a site director, classroom team or teacher will take to reach a short-term focused goal that will bring the site, classroom or teacher closer to achieving quality to improve the experience of children and families in your program. The Action Plan Goal should be **SMART**, that is, *Specific, Measureable, Achievable, Realistic and Time-limited.*

<b>Date:</b>	<b>Site or Classroom:</b>	<b>Person(s) planning:</b>		
<b>S.M.A.R.T. Action Plan Goal</b> (what are you planning to do?):				
How will you know that you achieved the Action goal?				
<b>Focused Goal is most aligned with which QRIS Element:</b>				
<b><u>ACTION STEPS:</u></b> Describe the specific activities, tasks, or strategies you will put in place to achieve your goal.	<b><u>RESOURCES NEEDED:</u></b> What will be needed to accomplish what you set out to do in the <b>ACTION STEPS</b> column.	<b><u>TIMELINE:</u></b> Start and end dates for each action. Who is responsible?	<b><u>Status Update:</u></b> Indicate the status of each action. Is it complete or still in progress?	
1.			<input type="checkbox"/> no longer applicable <input type="checkbox"/> Completed on: _____  <input type="checkbox"/> In progress:	
2.			<input type="checkbox"/> no longer applicable <input type="checkbox"/> Completed on: _____  <input type="checkbox"/> In progress:	
3.			<input type="checkbox"/> no longer applicable <input type="checkbox"/> Completed on: _____  <input type="checkbox"/> In progress:	
4.			<input type="checkbox"/> no longer applicable <input type="checkbox"/> Completed on: _____  <input type="checkbox"/> In progress:	
5.			<input type="checkbox"/> no longer applicable <input type="checkbox"/> Completed on: _____  <input type="checkbox"/> In progress:	
Notes:				