**Action Planning Template**

Use this template to begin to plan for SAS training in your organization.

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| **Step 1: *What is the Problem?*** |
| SAS Training: What are your goals for providing effective training on SAS and the SAS Portal in your classroom/school building/district/Intermediate Unit? |
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| **Step 2: *What will you do?*** |
| What specific steps will you take to provide effective training on SAS and the SAS Portal? |
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| **Step 3: *How will you get there?*** | | | |
| What needs to be done to implement these steps? | By whom? | By when? | What resources are required? |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 6. |  |  |  |
| 7. |  |  |  |
| 8. |  |  |  |

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| **Step 4: *How will you know you are doing what you planned?*** [Indicators of Implementation] |
| What specific indicators will you look for to show the training you provide on SAS and the SAS Portal is implemented? |
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| **Step 5: *What will you look for to determine if it is working?*** [Indicators of Effectiveness] |
| *What specific indicators will you look for to show you are effective in the training on SAS and the SAS Portal?* |
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**Additional Notes:**