

Sample Action Plan Template



This template may be modified and augmented when developing an action plan

Change to be Made	Potential Barriers	Team Members Involved	Resources Needed	Timeline and Benchmarks	Follow-up: Was a Change Made and Was a Goal Achieved?	Follow-up: Results and Lessons Learned
<i>SAMPLE: Identify an HPV vaccine champion in practice</i>	<i>Time constraints, staff availability</i>	<i>Nurse or medical assistant</i>	<i>Staff time to participate and implement efforts</i>	<i>Identify champion within 3 months, champion to implement changes within 6 months</i>		
Start discussion of HPV vaccine earlier						
HPV posters and pamphlets posted in pediatric areas throughout the office						
Ensure staff gives consistent and accurate vaccine information						
Emphasize oral/throat cancer prevention in addition to cervical/penile/anal						
Address if patients are eligible for HPV vaccine at every office visit						
Schedule 2nd appointment same day first dose is given						
Review age eligible patients and open outreach for vaccination						