

## Map stakeholders to an activity plan

For the activity plan, begin by using a calendar template to lay out specific tasks necessary to reach a given milestone.

After laying out the plan for the next several months on a calendar, number and name the tasks, identify the deadline and/or time frame for each task, and note the name and role of who is responsible, accountable, consulted, supporting, and informed.

The template below provides one grid each for tasks associated with each goal. If the team is not starting work on a given task or goal until later in the year, leave the associated grids blank.

**ACTIVITIES FOR GOAL 1:** \_\_\_\_\_

No.	Task description	By when or over what time frame?	Responsible	Accountable	Supportive/ Consulted	Informed
1						
2						
3						
4						
5						

**ACTIVITIES FOR GOAL 2:** \_\_\_\_\_

No.	Task description	By when or over what time frame?	Responsible	Accountable	Supportive/ Consulted	Informed
1						
2						
3						
4						
5						