Action planning tool

Once gaps have been identified, transfer the gaps to the first column and develop a plan for addressing each gap.

Action No.	What is the identified gap?	What domain and statement/s does this relate to?	What actions are needed to address this gap?	Who needs to be involved? What resources are needed?	Who will have overall responsibility for coordinating this action?	When will it be completed?	How will you evaluate the effectiveness of the action and determine if the gap has been closed?

Action No.	What is the identified gap?	What domain and statement/s does this relate to?	What actions are needed to address this gap?	Who needs to be involved? What resources are needed?	Who will have overall responsibility for coordinating this action?	When will it be completed?	How will you evaluate the effectiveness of the action and determine if the gap has been closed?