

Action Plan

<i>Action Plan Rubric</i>	<i>Acceptable</i>	<i>Unacceptable</i>
Context	Clearly explains relevant, specific, measurable, and attainable actions for success in regards to the topic. Thoroughly explains importance of each action.	Does not list or fails to explain relevant, specific, measurable, and attainable actions for success in regards to the topic. Importance of each action is not clear.
Completeness	Plan includes a step-by- step outline of what is to be done to work toward and achieve the plan. Possible barriers or obstacles are listed along with ways they might be overcome.	Plan includes a vague outline of what is to be carried out.
Format	Written with clarity, organization, smooth transitions, and no spelling or grammatical errors. Action Plan is neatly typed, double-spaced, 12-point regular font, one-inch margins, and meets required word or page length.	Action Plan is unorganized and the main points are difficult to understand. Spelling or grammatical errors distract from the plan. The Action Plan does not meet required length or is improperly formatted.