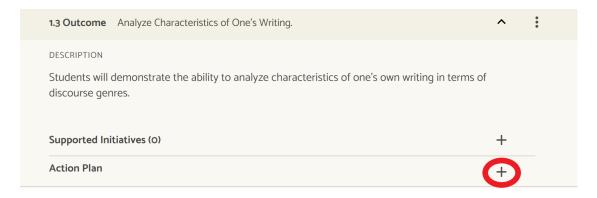
## **Creating Action Plans**

1. When a target is not met or partially met, an action plan is required. To create an action plan, go directly under the Outcome where the target was not met. Click the + symbol to add the Action Plan section.



2 An Action Plan section will be added to your assessment report. Completing the fields is done by simply clicking on the text for each.



3 There can only be one action plan section per outcome. Units that need multiple action plans for one outcome should include each action plan as an action item. Action Items can be added by clicking **+ Add Action Item**.

