



Diocese of Fredericton

# Priority and Action Items

\_\_\_\_\_ *Target Date*

**Priority Item:** \_\_\_\_\_

\_\_\_\_\_ *(an action statement that indicates what will happen/occur/exist by the target date)*

**Questions to consider in planning action items:**

**Why** do we have this particular priority?

**Where** are the parameters of our authority and decision making on this?

Action Items: *(which will collectively achieve the extent and intent of the priority)*

ITEM	PERSON(S)	DATE

**RESULTS** *(outcomes, budget, attendance if event, participant evaluation, etc... )*

**Updated**

Day	Month	Year