**Example Action Planning Format – BASIC OUTLINE (optional)**

1. **Key Activity 1:** List Key Activity *(as per column K of IMT)*
   1. Timeline *(as indicated in columns O through AH of IMT)*
   2. Sub-Milestones
   3. Activity Owner and Resource Requirements *(as indicated in columns L and M in IMT)*
   4. Action Steps (this list can be anywhere from one to many steps, each of which may include several sub-steps that can be articulated with a further indent within this outline); ***The collective set of Action Steps will answer the question of “how” we will be completing each Key Activity and will ensure that all subcommittee members are on the same page with respect to how to proceed. The level of detail that is included is dependent on what works best for the group with respect to enabling continued progress and monitoring status against set plans.***
      1. Action Step 1 to complete Key Activity 1 *(may also include notes, constraints, and timelines)*
         1. Sub-step 1 to complete Action Step 1 (of Key Activity 1)
         2. Sub-step 2 to complete Action Step 1
      2. Action Step 2 to complete Key Activity 1
      3. Etc.
2. **Key Activity 2**
   1. Timeline *(as indicated in columns O through AH of IMT)*
   2. Activity Owner and Resource Requirements *(as indicated in columns L and M in IMT)*
   3. Sub-Milestones
   4. Action Steps
      1. Action Step 1 to complete Key Activity 2
         1. Sub-step 1 to complete Action Step 1 (of Key Activity 2)
         2. Sub-step 2 to complete Action Step 1
      2. Action Step 2 to complete Key Activity 2
      3. Etc.
3. Etc.