



Michigan's Multi-Tiered System of Supports Technical Assistance Center
April 2025 – Version 1.0

Action Plan Quality Checklist

This checklist supports coaches and coachees as they review goals and action plans to ensure all critical features are included. This document was adapted from the Action Plan Quality Checklist from *National Center for Pyramid Model Innovations* (ChallengingBehavior.org).

Instructions:

1. Evaluate the quality of your Action Plan using the checklist.
2. Read each indicator.
3. Circle "yes" or "no" in the boxes provided.
4. Use the box at the bottom of the document to record notes, as needed.

Action Plan Component	Indicator	Present?
Goal	Does the goal include one or more specific actions a coachee will do?	Yes No
Goal	Can the actions be counted or measured?	Yes No
Goal	Are there times of day, activities, routines or transitions included to make it clear when the coachee should be implementing the practice(s)?	Yes No
Goal	Is the goal achievable within the next 2-3 coaching cycles?	Yes No
Action Steps	Are there two or more action steps to break down how the goal will be achieved?	Yes No
Action Steps	Is there at least one action step that includes what support the coach will provide (e.g., modeling, side-by-side verbal/gestural support, videotaping, etc.)?	Yes No
Resources	Are materials or resources listed for all action steps?	Yes No
Timeline	Is there a timeline for the next action step?	Yes No

Notes: