



The New England PTTC

One-to-Three Action Steps Worksheet

Complete the table below to plan how you will implement the recommended next steps. What do you need to do to implement each action step? Include who you need to partner with and a target date for when you will complete the action items.

Action Items	What are your next steps to complete this action item?	Who do you need to partner with?	Target date for completion
1. Determine what you need to do to start your evaluation. (Do you need to start at the beginning and secure funding or maybe even farther back with securing buy-in from your management or stakeholders?)			
2. Identify barriers for evaluation (Are there barriers you can foresee to completing an evaluation? Are there steps you can take to mitigate those barriers in preparation to evaluate?)			
3. Identify evaluation partners (Who are the people you could partner with to make this happen or overcome those barriers? Can the New England PTTC be a partner for you?)			



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In this section, make notes on successes and challenges or additional technical assistance needs. Please share your reflections or feedback with the New England PTTC so we can continue to offer programs, tools and technical assistance to help you achieve your goals.

	What went well when implementing these steps?	What additional questions and TA needs for the action items do you have?
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Identify barriers for evaluation (Are there barriers you can foresee to completing an evaluation? Are there steps you can take to mitigate those barriers in preparation to evaluate?)		
Identify evaluation partners (Who are the people you could partner with to make this happen or overcome those barriers? Can the New England PTTC be a partner for you?)		