**EVALUATION**

*This form can be reproduced for as many Action Steps as necessary.*

<table>
<thead>
<tr>
<th>Action Steps</th>
<th>Estimated Time Frame</th>
<th>Actual Time Frame</th>
<th>Budget</th>
<th>Dollars Spent</th>
<th>Action Taken</th>
<th>Responses</th>
<th>Modifications to the Plan</th>
<th>Continuing Action Needed</th>
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</tbody>
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Problem statement

Solution statement