

# 30/30 Form

*A 30/30 Action Plan is a simple way to monitor progress and record future action steps in ongoing work. The idea is that the team meets for 30 minutes every 30 days to discuss progress over the past month. The progress, roadblocks and other relevant ideas are noted on the form, along with an action plan for the following month.*

**Date:**

**Project Goal:**

What did we learn this month?	Highlights from our 30/30 Meeting

Which of these best describes our team?
<input type="radio"/> We're working on our plan and progress is coming along.
<input type="radio"/> We've hit some road bumps and have had to make some adjustments, but our goals/outcomes and project are still the same.
<input type="radio"/> We've decided to make major changes to our project and/or outcomes. (If so, please make sure changes are reflected on your logic model and measurement table).

**Action Plan**

Activity (What is the activity you are doing?)	Product (What is being produced?)	Indicator/Measure (How will you measure this activity?)	Responsible (Who is responsible for this activity?)	Frequency/Deadline (What is the deadline for this activity?)