

# Chapter Program Management Tool

## *Plan of Action & Reflection*

Framework Component: \_\_\_\_\_

Essential Element: \_\_\_\_\_

Secondary Essential Element: \_\_\_\_\_

Target Date of Completion: \_\_\_\_\_

Estimated Income: \_\_\_\_\_

Estimated Expense: \_\_\_\_\_

Intentional Essential Element Learning Goal (1 SMART):

Activity Name

Activity Description:

Activity Goals (3 SMART):

1)

2)

3)



# Chapter Program Management Tool

## *Results/ Evaluation/ Framework*

Activity Name

What was accomplished? How did this activity help members these skills based on the essential elements selected?

Intentional Essential Element Learning Goal Reflection

Activity Goals Reflection

1)

2)

3)

Future Plans