

## **G0108**

### **Activity 8.2: Action Item List**

1. Open the sample Action Item List and the blank Action Item List.
  - a. One person should be selected as the official “recorder” to take the Action Item List back to the community to be used for continued planning.
2. The sample Action Item List with Instructions will describe the kind of information to be added in each column.
  - a. The sample Action Item List shows how one group hose to address the gap of not having ADA-compliant ramps at the facilities identified as potential shelters.
3. The Community Leadership Team will conduct a whole class discussion that results in the selection of a top priority to be worked on in this activity.
  - a. List the top priority on the blank Action Item List.
4. Identify the specific tasks required to address it.
5. Assign each task to a specific person or group if you can.
6. If this task will impact or resolve other requirement gaps identified on your worksheets, enter the cross-reference information in the Relation to Other Requirement #'s column.
7. Establish milestones (due dates) for each task.
8. These can also be added later. The Resolution column will be blank for now.