



**ACTION PLAN**  
**\*Must Be Typed\***

**Must include:**

- Mid-Year Reporting (January 2020)
- Final Project Report and Verbal Reporting (May 2020)

You may add rows to the table or more pages as necessary. Include in .pdf documents.

Advisor/Reporting Party Contact Information:  
**\*This should be the person to contact regarding mid-year and final reports**  
 Agency: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone number: \_\_\_\_\_  
 Fax: \_\_\_\_\_

| <u>Time Line</u> | <u>Tasks</u> | <u>Responsible</u> | <u>Resources</u> | <u>Notes</u> |
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