

**ACTION PLAN**

1. Of the TPM subcomponents discussed in this chapter, which one would you like to work on?

- 6.1 Internal Reporting and Communication       6.2 External Reporting and Communication

2. What aspect of the TPM process listed above do you want to change?

3. What “steps” discussed in this chapter do you think could help you address the challenge noted above?

**Internal Reporting**

- Clarify purpose of the report
- Define roles and responsibilities
- Develop reporting parameters
- Refine, automate, and document

**External Reporting**

- Clarify purpose of the report
- Define roles and responsibilities
- Coordinate with external partners
- Develop reporting parameters
- Refine, automate, and document

4. To implement the “step” identified above, what actions are necessary, who will lead the effort and what interrelationships exist?

Action(s)	Lead Staff	Interrelationships

5. What are some potential barriers to success?

6. Who is someone (internal and/or external) I will collaborate with to implement this action plan?

7. How will I know if I have made progress (milestones/timeframe/measures)?