

# ATTACHMENT 4: TASK PLANNING TEMPLATE

## (Add additional item as needed)

NPO Name:

NPO Mission Statement:

### Action Item 1:

**Current status of this initiative:**

**Tasks to be completed:**

TASK #	DESCRIPTION
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

9.	
10.	

**Initiative 2:**

**Current status of this initiative:** We have identified a publisher of children’s books who may be interested in donating books

**Tasks to be completed:**

TASK #	DESCRIPTION
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Initiative 3:**

**Current status of this initiative:**

**Tasks to be completed:**

TASK #	DESCRIPTION
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	