

Action Plan/Progress Evaluation Checklist

REAL-LIFE SAMPLE - For Tayo K. Solagbade (1999 - 2002)

PURPOSE: TO LEAVE PAID EMPLOYMENT/START MY OWN BUSINESSES BY JAN. 2002

Year	S/N	Sub-Goal	S/N	Action Plan	When	Done(+ details)? (Yes, No or On-going)
1999	1	Proficiency in reading, writing and speaking of French	1	Plan to spend 2 - 3 weeks in Cameroon during my annual leave this year.	June/July 1999	Yes (Spent 3 weeks)
			2	Visit others like Cote d'Ivoire and Togo/Rep. Du Benin	Not sure	No - probably in 2000
			3	During visits, examine potential opportunities relating to business plan. Make useful business contacts for future.	June/July 1999	Yes
	2	Get Microsoft Certified Professional (MCP) Qualification	1	Embark on private study using CD "test prep" materials	Before End 1999	No - Not relevant anymore
			2	Register to take required exams	2000	No - Not relevant anymore
			3	Acquire Pentium Series multimedia PC	June 1999	Yes
	3	Consolidate software programming knowledge and skills	1	Acquire CD based multimedia Visual Basic tutors	End 1999	Yes - but in Jan. 2002! (Found Excel VBA convenient)
			2	Develop sample programs to use for market introduction of services to be offered.	End 1999	Yes - but used Excel VBA and tested in Guinness.
	2000	1	Commence MBA Program - overseas (UK)	1	Pursue advanced language studies in French and/or German available in institution.	Till end of program
2001	1	Self-Marketing	1	Blah, Blah, Blah	Blah, Blah	Blah, Blah
2002	1	Start-up my own businesses	1	Establish contact with management training establishments for possible areas of collaboration.	End 2001/Early 2002	Yes (contacted CMD, Blah, Blah)
	2	Begin spreadsheet solutions development services rendering		Submit proposals to target client companies along with sample programs.	Blah, Blah	Blah, Blah