**Diversity, Equity & Inclusion Part 1: Action Plan**

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| **PART 1:**  **Getting Started** | **Action Steps** | **Who’s Responsible** | **Timeline** | **Comment** |
| **Step 1**  Establish your baseline. |  |  |  |  |
| **Step 2**  Build the business case. |  |  |  |  |
| **Step 3**  Obtain leadership support. |  |  |  |  |
| **Step 4**  Create a diversity task force and project plan. |  |  |  |  |
| **Step 5**  Establish short-term and long-term goals. |  |  |  |  |
| **Step 6**  Communicate goals and objectives with a “kick-off’ meeting. |  |  |  |  |
| **Step 7**  Create a training plan. |  |  |  |  |

ADDITIONAL NOTES: