

PYSP Action Plan Template

About Action Plans

The goal of an action plan is to create a framework that helps outline specific goals and the steps, participants, timeline and outcomes related to each goal. You may be familiar with the SMART model when developing goals – creating goals that are Specific, Measurable, Achievable, Relevant and Time based. Other models include making sure that goals honor the circumstances and needs of all involved. Use your experience with other models to inform your PYSP action planning.

This action plan template is designed to assist with planning for the development of key areas in the PYSP Toolkit: Integration of Protective Factors into Suicide Prevention; Protocol Creation or Updates; and Professional Development (PD). Action plans are living breathing documents that should be used to plan and guide your work but also be updated as needed. Taking the time to plan now can help avoid excessive updates and wasted time and resources in the future.

Use the three tables below to create your organization's goals related to Protective Factors, Protocol Development, and Professional Development (PD) to identify specific tasks and action steps that can help you to achieve each goal.

Integration of Protective Factors

Example Goal Statement: By August 2026, educate our organization's staff on the role their life skill development practices play in reducing youth suicide risk.

Your Goal Statement:

Action Step	Responsible Person(s)	Resources Needed	Timeline	Desired Outcomes

Develop Protocols

Example Goal Statement: By December 2026, establish procedures and protocols for effectively responding to youth suicide risk and for supporting the community in the event of a death by suicide.

Your Goal Statement:

Action Step	Responsible Person(s)	Resources Needed	Timeline	Desired Outcomes

Professional Development

Example Goal Statement: In Fall 2026, provide at least 1 training opportunity for mental health, administrative, and programmatic staff to increase their knowledge and engagement in suicide prevention efforts.

Your Goal Statement:

Action Step	Responsible Person(s)	Resources Needed	Timeline	Desired Outcomes
