

SMARTER LUNCHROOMS ACTION PLANNING FORM

STEP 1. Review the school cafeteria’s Smarter Lunchrooms assessments (e.g., [Lunchroom Self-Assessment Score Card](#), [Diagnose, Prescribe, Implement, Evaluate \(DPIE\) General Observation Checklist](#), [Evaluation Matrix](#) and photographs) and identify the areas to be changed. For more information, visit the Connecticut State Department of Education’s [Smarter Lunchrooms](#) Web page.

STEP 2. For each area, identify the objective and target date for completion. Complete a separate action planning form for each objective.

Objective	Target Date

STEP 3. Identify the actions needed to meet the objective above. For each action, identify the materials and resources needed, the staff responsible and the target date for completion.

Actions	Materials and Resources Needed	Staff Responsible	Target Date for Completion

