## Post-Regional Exchange Action Plan

*(Completed by Host Agency Lead or Planning Committee)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Timing | Action | Template (if applicable) | Responsibility | Planned Completion Date | Completed Date |
| Day of event | Complete post-exchange reflection | [hyperlink] |  |  |  |
| One day after event | Send post-exchange email to attendees (including reimbursement form, if appropriate) | [hyperlink] |  |  |  |
| 2 weeks after event | Draft summary report | [hyperlink] |  |  |  |
| 3 weeks after event | Receive attendee input on summary report | [hyperlink] |  |  |  |
| 4 weeks after event | Publish summary report and other event materials to the TPM Portal | [hyperlink] |  |  |  |

## 30/60/90 Day Plan