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| --- | --- | --- | --- | --- | --- |
| Issue | Why | How | How much | When | Who |
| What needs to be addressed, or changed? | Why does the issue need to be addressed? | What can be done to address this? *Outline the steps required* | What resources  are needed/costs involved? | When will this be achieved? | Who is responsible for this? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Identify areas for improvement in your school food service. Then use this template to plan what needs to be changed and how you will do it, list required resources, create a timeline and allocate responsibilities.