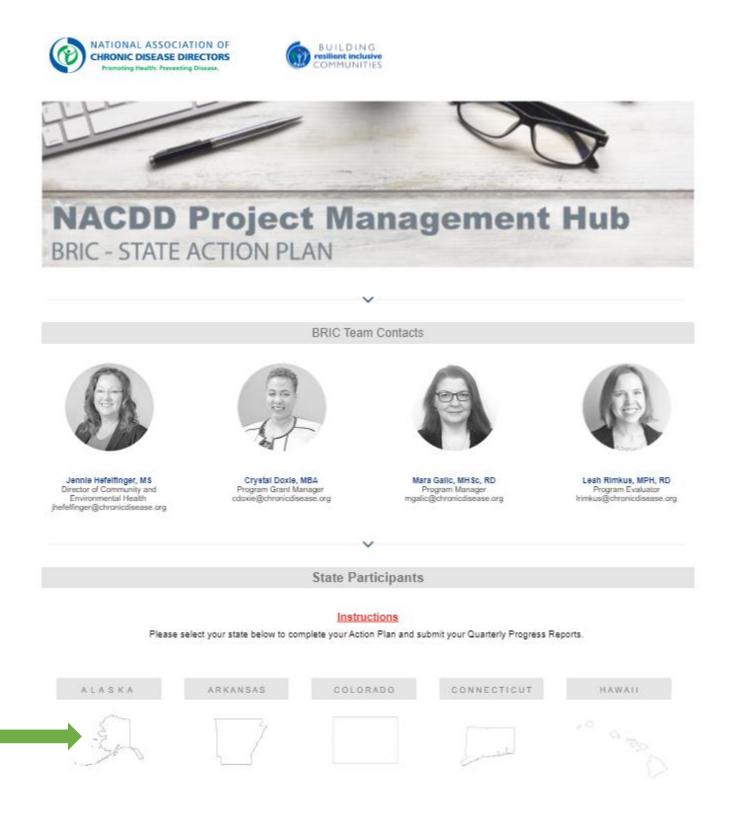
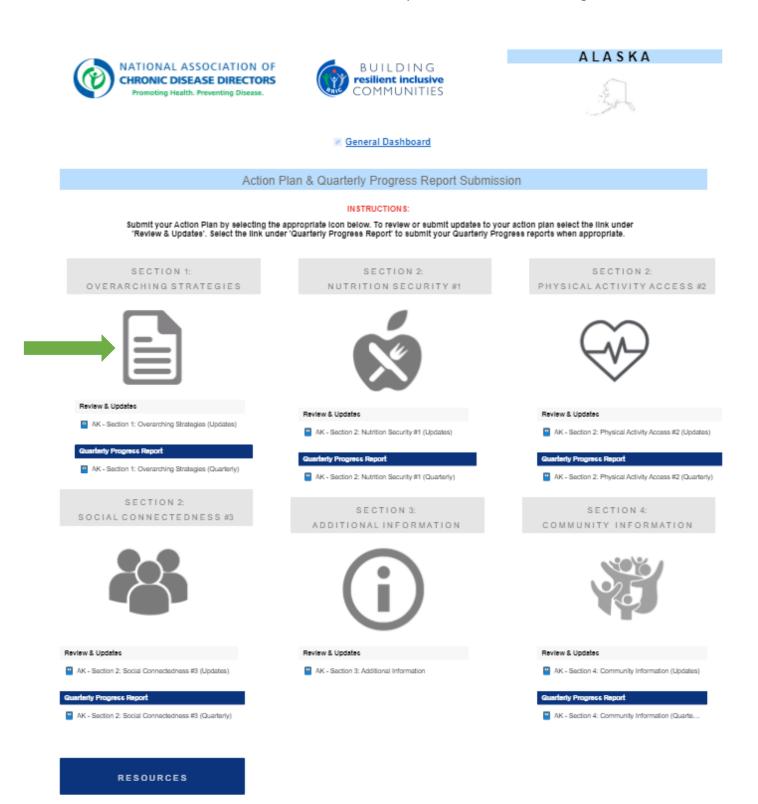
**STEP 1:** Go to BRIC Project Management Hub and Select your State. You will be prompted to log in to your smartsheet account if you have not already.



**STEP 2:** From your State page, click on each of the six grey icons to open and complete a form for the different sections of the State Action Plan. You do not have to complete all forms in one sitting.



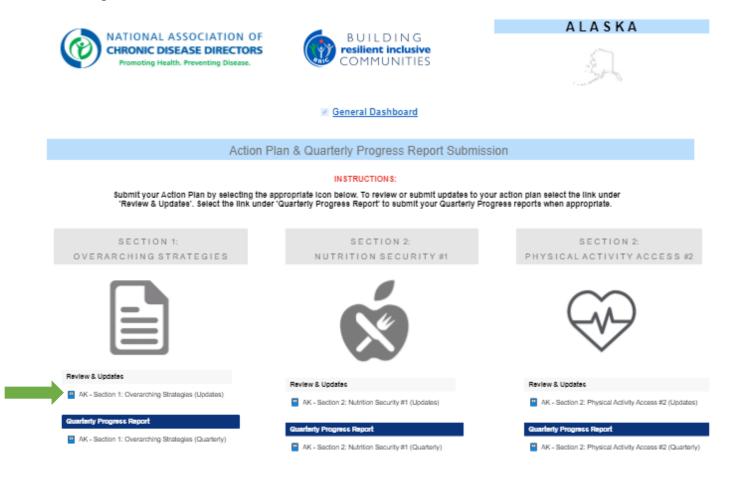
BRIC STATE Action Planning Template

**SAMPLE FORM:** You can copy and paste language from your State Action Plan Word doc into the forms. Additional Action Steps and associated fields will pop up as you fill in the Additional Comments field. As the completed form is submitted, responses will be saved and accessible by you and the NACDD BRIC team.

First & Last Name	
State Representing *	
Select •	
Action Step (1.1)	
Responsible Party (1.1)	
Expected Output (1.1)	
Additional Comments (1.1) *	
Input N/A if you have no additional comments.	
Send me a copy of my responses	

Submit

**STEP 3 (Only as needed):** You may click on the Review & Updates button for a given section to add to your submitted plan if needed. This will open into a spreadsheet view with your action steps and additional data showing in columns across the first row. If you do make changes or additions, please click the Save button to ensure changes are not lost.



<b>↑</b> ↓ Sort		
Summarize 14 Sort		
(1.2) Responsible Party (1.2)		
here]		

**STEP 4:** You will click into the Quarterly Progress Report button for a given section to add your progress report information. This will open into a spreadsheet view with your submitted action steps and additional data in the columns across the first row. You'll need to tab across to complete the color-coded Actual Output and Progress columns for a given quarter. As you make additions, please click the Save button to ensure changes are not lost.



File									AK - Section 1: OS (Quarterly) Template				
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	<ul> <li>Action Step (1.1)</li> <li>Conduct assessment of existing state partners related to he</li> </ul>								Q1 - Actual Output (1.1)		Q1 - Progress (	1.1)	Q2 - Progress (1.1)
								ners related to he	[Text added here	9]			
	2						- 1		-	-			