

# Action Plan Template

## Action Plan Details

Title of Action Plan:

Date Prepared:

Target Completion Date:

Prepared By:

Department/Team:

Approved By:

## 1. Executive Summary

Brief Overview of the Plan:

Primary Objectives:

- ◆
- ◆
- ◆

Expected Outcomes:

## 2. Goals & SMART Objectives

Objective	Specific	Measurable	Achievable	Relevant	Time-Bound

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### 3. Action Steps

#	Task Description	Responsible Person/Team	Start Date	Due Date	Status	Priority (H/M/L)	Notes
1							
2							
3							
4							

### 4. Resources Required

**Budget:** \$ .

**Personnel:**

**Equipment/Tools:**

**Materials/Supplies:**

**Other Resources:**

### 5. Risk Assessment & Mitigation

Potential Risk	Likelihood (1-5)	Impact (1-5)	Mitigation Strategy

## 6. Key Performance Indicators (KPIs) & Success Metrics

Metric	Target	Current	Measurement Method	Reporting Frequency

## 7. Communication Plan

Stakeholders:

Update Frequency:

Communication Methods:

Key Messages:

## 8. Review & Evaluation Schedule

Review Date	Review Focus	Completed By	Notes/Actions

## 9. Sign-off & Authorization

Plan Approved By:

**Signature:**

**Date:**

**Plan Implementation Lead:**

**Signature:**

**Date:**

## **Instructions for use:**

- 1. Fill in all blank fields electronically or by hand*
- 2. Update the status column regularly (Suggested: Not Started, In Progress, On Hold, Completed)*
- 3. Review and update the plan during scheduled review sessions*
- 4. Distribute completed sections to relevant stakeholders as outlined in the communication plan*

Document Version:

Last Updated: