Template: Action Plan

Use these templates to record and share all the steps needed to hit your project goals. [Learn more](#) about this template.

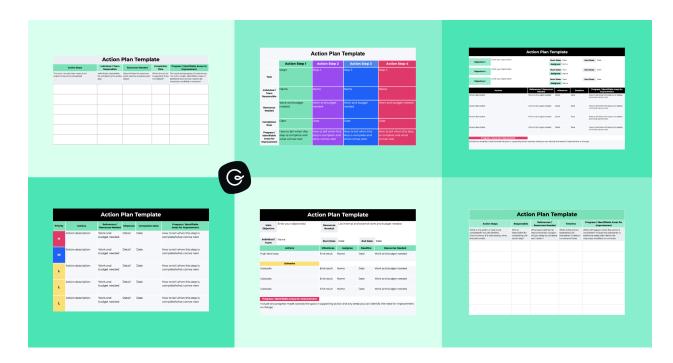## [Project Name]

ONE: [Add the name of your first project goal here, remember to make it a SMART goal!]

Task 1:

    Deadline:

    Stakeholder:

    Details:

Task 2:

    Deadline:

    Stakeholder:

    Details:

Task 3:

    Deadline:

    Stakeholder:

    Details:

TWO: [Add the name of your second project goal here.]

Task 1:

    Deadline:

    Stakeholder:

Details:

Task 2:

Deadline:

Stakeholder:

Details:

Task 3:

Deadline:

Stakeholder:

Details:

THREE: [Add the name of your third project goal here.]

Task 1:

Deadline:

Stakeholder:

Details:

Task 2:

Deadline:

Stakeholder:

Details:

Task 3:

Deadline:

Stakeholder:

Details:

Click to download the template.