



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:



Action Plan Template				
Action Step	Responsible / Resource	Resources Needed	Completion / Start Date	Progress / Deliverable Area for Improvement
The action and the resource are performance and compliance				
	Individual/Team	Resources	Start Date	End Date

Action Plan Template				
	Action Step 1	Action Step 2	Action Step 3	Action Step 4
Task	Step 1	Step 2	Step 3	Step 4
Individual / Team	Name	Name	Name	Name
Resources	Work and budget needed	Work and budget needed	Work and budget needed	Work and budget needed
Completion Date	Date	Date	Date	Date
Progress / Deliverable Area for Improvement	How to tell when this step is complete and what comes next	How to tell when this step is complete and what comes next	How to tell when this step is complete and what comes next	How to tell when this step is complete and what comes next

Action Plan Template				
Objective	Responsible / Resource	Resources Needed	Timeline	Progress / Deliverable Area for Improvement
Objective 1	Enter your objective	Who is responsible for completing the objective?	When will you need to complete the objective?	What will success when the objective is completed look like and what are the additional areas that need to be addressed, modified or enhanced?
Objective 2	Enter your objective	Who is responsible for completing the objective?	When will you need to complete the objective?	What will success when the objective is completed look like and what are the additional areas that need to be addressed, modified or enhanced?
Objective 3	Enter your objective	Who is responsible for completing the objective?	When will you need to complete the objective?	What will success when the objective is completed look like and what are the additional areas that need to be addressed, modified or enhanced?
Objective 4	Enter your objective	Who is responsible for completing the objective?	When will you need to complete the objective?	What will success when the objective is completed look like and what are the additional areas that need to be addressed, modified or enhanced?

Action Plan Template					
Priority	Action	Responsible / Resource Needed	Completion Date	Progress / Deliverable Area for Improvement	
H	Action description	Work and budget needed	Detail	Date	How to tell when this step is complete/what comes next
M	Action description	Work and budget needed	Detail	Date	How to tell when this step is complete/what comes next
L	Action description	Work and budget needed	Detail	Date	How to tell when this step is complete/what comes next
L	Action description	Work and budget needed	Detail	Date	How to tell when this step is complete/what comes next
L	Action description	Work and budget needed	Detail	Date	How to tell when this step is complete/what comes next

Action Plan Template				
Objective	Responsible / Resource	Resources Needed	Timeline	Progress / Deliverable Area for Improvement
Objective	Enter your objective	Who is responsible for completing the objective?	When will you need to complete the objective?	What will success when the objective is completed look like and what are the additional areas that need to be addressed, modified or enhanced?
Individual / Team	Name	Name	Start Date	End Date
High level step	Action	Milestones	Analysis	Deadline
Subtasks	End result	Name	Date	Work and budget needed
Subtasks	End result	Name	Date	Work and budget needed
Subtasks	End result	Name	Date	Work and budget needed
Subtasks	End result	Name	Date	Work and budget needed

Action Plan Template				
Action Step	Responsible / Resource	Resources Needed	Timeline	Progress / Deliverable Area for Improvement

[Click to download the template.](#)