

Action Plan Template

Action step: What will be done?	Responsibilities: Who?	Timeline: When will it be done? day/month	Resources: What do we have? What do we need?	Potential issues: What are the concerns? Proactive steps?
Step 1: Planning				
Step 2:				
Step 3:				
Step 4:				
Step 5:				
Step 6:				
Step 7:				
Step 8:				
Step 9:				