A picture containing text, clipart

Description automatically generatedTemplate 1.4: Workplace Project action plan

| **STAGE** | **PERSON/S**  **RESPONSIBLE** | **TASK / ACTIVITY** | **DUE DATE** | **COMPLETION DATE** | **NOTES** |
| --- | --- | --- | --- | --- | --- |
| **PLANNING** |  |  |  |  |  |
| **IMPLEMENTATION** |  |  |  |  |  |
| **MONITORING** |  |  |  |  |  |
| **EVALUATION** |  |  |  |  |  |
| **REPORTING** |  |  |  |  |  |
| **THE WAY FORWARD** |  |  |  |  |  |
| **Risk Descriptions** | | | **Risk Solutions** | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |
|  | | |  | | |

Sign: ............................................................................. Date: ...............................................