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**Template: Monthly Action Plan- Systems Vault**

**Subject:** Action Plan for Month Year

Hi NAME,

Following our Month strategy call, I’m following up to outline the goals we discussed in your call and our team’s proposed action plan. Here are the projects that Sarah and I will be prioritizing this month.

Projects for this month

* Project 1
* Project 2

Recurring Tasks:

* Recurring task
* Recurring task

Projects on hold

* Project (reason it’s on hold / when it will resume)
* Project (reason it’s on hold / when it will resume)

Please have look over the action plan at your convenience and feel free to reach out with feedback and comments.

Talk soon,

**Created by:**

**Department:** Delivery

**Date:**

**Revised:**

**Revised by:**