Action Plan for

*version 1.0 draft1*

**Project: Date:**

# Goals:

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# Measures of Success:

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# Scope of Organizational Impact:

# Staffing and Participants:

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| --- | --- | --- |
| **Name** | **Role** | **Time Commitment** |
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# Tracking and Reporting Process:

# Dependencies, Risks, and Constraints:

# Estimated Completion Date for All Activities:

Action Items for

Action Item Number: Owner: Due Date:

Description of Activity:

Deliverable(s):

Resources Needed:

Action Item Number: Owner: Due Date:

Description of Activity:

Deliverable(s):

Resources Needed:

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Deliverable(s):

Resources Needed:

Action Item Number: Owner: Due Date:

Description of Activity:

Deliverable(s):

Resources Needed:

Action Item Number: Owner: Due Date:

Description of Activity:

Deliverable(s):

Resources Needed:

Action Plan Tracking for

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| --- | --- | --- | --- |
| Action Item Number | Date Started | Date Completed | Comments |
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