**ICTICT517 Assessment 6: Develop action plan: Action Plan Table**

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| **Date** | **Student Name / ID** | **Student Signature** | **Reviewer** |
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Provide your details in the above section.

Activities in this task are a continuation of activities in the previous assessment tasks and are based on the scenario presented in assessment 2

Using the table below, you are to produce an action plan for the ICT objective: ***Deploy the LMS system infrastructure in the cloud within the next 6 months***

Your tasks/steps must be based on the given environment, procedures and staff roles. Your descriptions have to include:

* At least 7, but no more than 15 action tasks/steps (add table rows as required)
* A well-defined and concise description of what each task/step is to achieve [based on your previous work, use 2 – 10 words]
* Prioritised tasks/steps reflecting appropriate timelines as necessary to reach the above specified ICT objective
* People or roles who will be in charge of carrying out each task/step [assignment based on YAT College staff roles]
* Start and due dates (deadlines) as well as milestones [must fit in with the Strategic Plan ICT objective timeline, use 1-10 words for milestones]
* Resources needed to complete the tasks [may include materials/people/budget, use 1 – 20 words]
* Indicate how you will measure the progress of each task/step [use 2 – 10 words]
* List the desired outcome for each task/step [use 1 – 10 words]

| **Task/ Step** | **Action Task/Step Description** | **ICT Staff**  **Responsible** | **Start Date** | **Milestone** | **Due Date** | **Resources Needed** | **How will Progress be Measured** | **Desired Outcome** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
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| 5 |  |  |  |  |  |  |  |  |
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| 9 |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |

Using correct etiquette of communication, email the action plan document to your superior (role provided by teacher) for feedback and approval.