

Project title:

Company:

Site/Project			
Action Plan Owner	Team Members	Stakeholders (name/position/relevance)	Start Date
			Planned End Date
Concern: problem statement, scope (Step 1)		Countermeasure: solutions / mitigations, outcomes (Step 3)	SMART targets / goals
			Metrics and KPIs to track progress
Cause: analyse Root Cause - Fishbone, 5 Whys (Step 2)		Resources required to solve	Savings to date: financial and other
		People	
		Equipment	
		Materials	
		Money	
		Time	
Lessons Learnt (Step 4)			