

INTERNAL COMMUNICATION AUDIT SURVEY ACTION PLANNING INTERACTIVE TEMPLATE

Company Name:

Step 1: Action Plan Overview

Define the main goals of this action plan based on diagnostic report insights.

List Priority Areas for Improvement below:

(List key areas identified in the report that require immediate attention)

- 1.
- 2.
- 3.

Step 2: Detailed Action Items

Priority Area 1: [Specify Area]

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Specific Objective:

Action Steps:

- 1.
- 2.
- 3.

Responsible Parties for each action step:

- 1.
- 2.
- 3.

Step 2 - Priority Area 1 continued.

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Resources Needed:

List the resources required to implement the action steps, including budget, tools, and personnel.

1.

2.

3.

Step 2- Priority Area 1 continued.

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Timeline- specific deadlines for each action step

1.

2.

3.

Success Metrics (criteria for measuring the success of the action steps_

1.

2.

3

Step 3: Detailed Action Items

Priority Area 2: [Specify Area]

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Specific Objective:

Action Steps:

- 1.
- 2.
- 3.

Responsible Parties for each action step:

- 1.
- 2.
- 3.

Step 3 - Priority Area 2 continued.

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Resources Needed:

List the resources required to implement the action steps, including budget, tools, and personnel.

- 1.
- 2.
- 3.

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Step 3: Detailed Action Items

Priority Area 2: [Specify Area]

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Timeline- specific deadlines for each action step

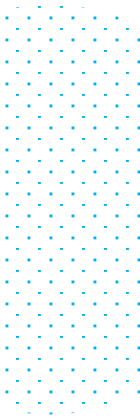
- 1.
- 2.
- 3.

Success Metrics (criteria for measuring the success of the action steps_

- 1.
- 2.
- 3

Step 3 - Priority Area 2 NOTES

NOTES:



Step 4: Detailed Action Items

Priority Area 3: [Specify Area]

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Specific Objective:

Action Steps:

- 1.
- 2.
- 3.

Responsible Parties for each action step:

- 1.
- 2.
- 3.

Step 4 - Priority Area 3 continued.

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Resources Needed:

List the resources required to implement the action steps, including budget, tools, and personnel.

- 1.
- 2.
- 3.

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Step 4: Detailed Action Items

Priority Area 3: [Specify Area]

Complete the actions below. Have a specific objective for each priority area. Have concrete steps to achieve the objective:

Timeline- specific deadlines for each action step

- 1.
- 2.
- 3.

Success Metrics (criteria for measuring the success of the action steps_

- 1.
- 2.
- 3

Step 4 - Priority Area 3 NOTES

NOTES:

Step 5 – Review and Adjustment

Set dates for periodic reviews of the action plan's effectiveness and relevance.

Outline the process for making necessary adjustments to the action plan based on feedback. Evaluation outcomes and any changing organizational priorities.

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