**PROJECT ACTION PLAN TEMPLATE**

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| PROJECT NAME |  | PROJECT MANAGER |  |

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| **ACTION** | **ASSIGNED TO** | **PRIORITY** | **STATUS** | **START DATE** | **END DATE** | **DURATION** in days | **NOTES** |
| GOAL 1 |  | LOW | COMPLETE |  |  |  |  |
| Action Step 1 |  | MEDIUM | IN PROGRESS |  |  |  |  |
| Action Step 2 |  | HIGH | NOT STARTED |  |  |  |  |
| Action Step 3 |  |  | ON HOLD |  |  |  |  |
| GOAL 2 |  |  |  |  |  |  |  |
| Action Step 1 |  |  |  |  |  |  |  |
| Action Step 2 |  |  |  |  |  |  |  |
| Action Step 3 |  |  |  |  |  |  |  |
| GOAL 3 |  |  |  |  |  |  |  |
| Action Step 1 |  |  |  |  |  |  |  |
| Action Step 2 |  |  |  |  |  |  |  |
| Action Step 3 |  |  |  |  |  |  |  |

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