**[](https://www.smartsheet.com/try-it?trp=11714&utm_source=integrated-content&utm_campaign=/content/corrective-action-plan-templates&utm_medium=30-Day+Corrective+Action+Plan+doc+11714&lpa=30-Day+Corrective+Action+Plan+doc+11714)****30 DAY CORRECTIVE ACTION PLAN**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GOAL The ideal outcome of the problem being addressed. | | | | Step 1 |
|  | | | |
|  | | | | |
| ACTION ITEMS The steps required to reach the goal. | | | | Step 2 |
|  | | | |
|  | | | | |
| RESOURCES Anything needed to assist with reaching the goal. | | | | Step 3 |
|  | | | |
|  | | | | |
| SCHEDULE The check-in points with employee. | | | | Step 4 |
|  | | | |
| Wk 1 |  | Wk 4 |  | |
| Wk 2 |  | Wk 5 |  | |
| Wk 3 |  | Wk 6 |  | |
| OUTCOME The final result. | | | | Step 5 |
|  | | | |
|  | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| PREPARER NAME | | SIGNATURE | | | DATE |
|  | |  | | |  |
|  |  |  |  |  |  |
| EMPLOYEE NAME | | SIGNATURE | | | DATE |
|  | |  | | |  |

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