**PROJECT ACTION PLAN TEMPLATE**

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| --- |
| PROJECT NAME |
| NAME |
| PROJECT MANAGER | TODAY'S DATE |
| Name | MM/DD/YY |
| GOAL 1 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 1 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | Medium | Complete | MM/DD | MM/DD |   |   |  |
| *Description* |  | High | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | High | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|   |  | Low | Complete |  |  |   |   |  |
|   |  | Medium | On Hold |  |  |   |   |  |
|   |   | Low | In Progress |   |   |   |   |   |

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| GOAL 2 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 2 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | Medium | Complete | MM/DD | MM/DD |   |   |  |
| *Description* |  | High | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | High | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |   |

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| GOAL 3 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 3 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | Medium | Complete | MM/DD | MM/DD |   |   |  |
| *Description* |  | High | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | High | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|   |   | Low | In Progress |   |   |   |   |   |

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| GOAL 4 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 4 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | Medium | Complete | MM/DD | MM/DD |   |   |  |
| *Description* |  | High | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | High | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |   |

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| GOAL 5 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 5 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | Medium | Complete | MM/DD | MM/DD |   |   |  |
| *Description* |  | High | Complete |  |  |   |   |  |
|  |  | Medium | On Hold |  |  |   |   |  |
|  |  | Low | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|  |  | High | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Medium | In Progress |  |  |   |   |  |
|  |  | Low | Complete |  |  |   |   |  |
|   |  | Medium | On Hold |  |  |   |   |  |
|   |   | Low | In Progress |  |  |   |   |   |

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