**[A green sign with white text

Description automatically generated with low confidence](https://www.smartsheet.com/try-it?trp=8595&utm_source=integrated-content&utm_campaign=/develop-plan-action-free-templates&utm_medium=Project+Action+Plan+doc+8595&lpa=Project+Action+Plan+doc+8595)PROJECT ACTION PLAN TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  | |  |  |  |  | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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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| --- |
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