**PROJECT ACTION PLAN TEMPLATE EXAMPLE**

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| PROJECT NAME |
| Project Beta |
| PROJECT MANAGER | TODAY'S DATE |
| Brent Williams | MM/DD/YY |
| GOAL 1 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 1 |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Project Conception and Initiation** | Ira M. | Medium | Complete |   |   |   |   |  |
| *Project Charter* | Sally J. | High | Complete | 9/30 | 10/2 |   |   |  |
| *Charter Revisions* | Sally J. | Medium | On Hold | 10/5 | 10/9 |   |   |  |
| *Research* | Maria S. | Low | In Progress | 10/12 | 10/12 |   |   |  |
| *Projections* | Ira M. | Low | Complete |   |   |   |   |  |
| *Stakeholders* | Ira M. | High | In Progress |   |   |   |   |  |
| *Guidelines* | Sally J. | Medium | In Progress | 10/7 | 10/12 |   |   |  |
| *Project Initiation* | Sally J. | Medium | In Progress | 10/12 | 10/14 |   |   |  |
|   | Maria S. | Low | Complete | 10/13 | 10/16 |   |   |  |
|   | Sally J. | Medium | On Hold | 10/17 | 10/18 |   |   |  |
|   |   | 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 |
| **Project Definition and Planning** | Ira M. | Medium | Complete |   |   |   |   |  |
| *Scope and Goal Setting* | Sally J. | High | Complete | 9/30 | 10/2 |   |   |  |
| *Budget* | Sally J. | Medium | On Hold | 10/5 | 10/9 |   |   |  |
| *Communication Plan* | Maria S. | Low | In Progress | 10/12 | 10/12 |   |   |  |
| *Risk Management* | Ira M. | Low | Complete |   |   |   |   |  |
| *Scope and Goal Setting* | Ira M. | High | In Progress |   |   |   |   |  |
| *Budget* | Sally J. | Medium | In Progress | 10/7 | 10/12 |   |   |  |
| *Communication Plan* | Sally J. | Medium | In Progress | 10/12 | 10/14 |   |   |  |
|   | Maria S. | Low | Complete | 10/13 | 10/16 |   |   |  |
|   | Sally J. | Medium | On Hold | 10/17 | 10/18 |   |   |  |
|   |   | 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 |
| **Project Launch and Execution** | Ira M. | Medium | Complete |   |   |   |   |  |
| *Status and Tracking* | Sally J. | High | Complete | 9/30 | 10/2 |   |   |  |
| *KPIs* | Sally J. | Medium | On Hold | 10/5 | 10/9 |   |   |  |
| *Monitoring* | Maria S. | Low | In Progress | 10/12 | 10/12 |   |   |  |
| *Forecasts* | Ira M. | Low | Complete |   |   |   |   |  |
| *Project Updates* | Ira M. | High | In Progress |   |   |   |   |  |
| *Chart Updates* | Sally J. | Medium | In Progress | 10/7 | 10/12 |   |   |  |
|  | Sally J. | Medium | In Progress | 10/12 | 10/14 |   |   |  |
|  | Maria S. | Low | Complete | 10/13 | 10/16 |   |   |  |
|  | Sally J. | Medium | On Hold | 10/17 | 10/18 |   |   |  |
|   |   | 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 |
| **Project Performance / Monitoring** | Ira M. | Medium | Complete |   |   |   |   |  |
| *Project Charter* | Sally J. | High | Complete | 9/30 | 10/2 |   |   |  |
| *Charter Revisions* | Sally J. | Medium | On Hold | 10/5 | 10/9 |   |   |  |
| *Research* | Maria S. | Low | In Progress | 10/12 | 10/12 |   |   |  |
| *Projections* | Ira M. | Low | Complete |   |   |   |   |  |
| *Stakeholders* | Ira M. | High | In Progress |   |   |   |   |  |
| *Guidelines* | Sally J. | Medium | In Progress | 10/7 | 10/12 |   |   |  |
| *Project Initiation* | Sally J. | Medium | In Progress | 10/12 | 10/14 |   |   |  |
|   | Maria S. | Low | Complete | 10/13 | 10/16 |   |   |  |
|   | Sally J. | Medium | On Hold | 10/17 | 10/18 |   |   |  |
|   |   | 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 |
| **Project Lessons Learned** | Ira M. | Medium | Complete |   |   |   |   |  |
| *Review* | Sally J. | High | Complete | 9/30 | 10/2 |   |   |  |
|  |  | Medium | On Hold | 10/5 | 10/9 |   |   |  |
|  |  | Low | In Progress | 10/12 | 10/12 |   |   |  |
|  |  | Low | Complete |   |   |   |   |  |
|  |  | High | In Progress |   |   |   |   |  |
|  |  | Medium | In Progress | 10/7 | 10/12 |   |   |  |
|  |  | Medium | In Progress | 10/12 | 10/14 |   |   |  |
|  |  | Low | Complete | 10/13 | 10/16 |   |   |  |
|   |  | Medium | On Hold | 10/17 | 10/18 |   |   |  |
|   |   | Low | In Progress |   |   |   |   |   |

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