**WORK ACTION PLAN TEMPLATE**

|  |  |  |  |
| --- | --- | --- | --- |
| GOAL |  |  |  |
| Describe the purpose of the plan and identify the system to be implemented. |
| BENCHMARKS FOR SUCCESS |  |  |  |
| Provide an overview of major benchmarks and essential components to implementing those milestones. |
| EVALUATION PLAN |  |  |  |
| Describe the plan for evaluating the goals. |
| WORK ACTION PLAN |  |  |  |
| STRATEGIC ACTION DESCRIPTIONS | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | POTENTIAL HAZARDS |
| **Action** | Name / Dept. | 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 |  |  |   |  |   |

|  |  |  |  |  |  |  |  |  |  |  |  |
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|  | ADDITIONAL NOTES |  |  |  |  |  |  |  |  |  |  |
|  | Comments |  |  |  |  |  |  |  |

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