

## PERK Paper Kite Products Action Plan

Title

Project Terminator  
(Reduction of Print Defects)

Date

Next Review

Attendees

Apologies

## SHORT TERM ACTIONS

*to be completed within 7 days*

Action #	Issue / Concern <i>a brief description of the context of this action</i>	Action <i>start with a verb to describe what needs to be done</i>	Who	When	Status

## LONG TERM ACTIONS

*requires more than 7 days for completion*

Action #	Issue / Concern <i>a brief description of the context of this action</i>	Action <i>start with a verb to describe what needs to be done</i>	Who	When	Status