

# Action Plan Template

**Plan Title:** Title here

**CSF:** *For example...* 1. Operating Excellence

**Goal:** e.g. 1.3 Perform to Schedule and Cost Milestones

**Strategy:** e.g. 1.3.1 Improve flexible and accurate planning process and monitoring thereof

**Measure:** e.g. 1.3.1 Performance within +/- 10% of agreed upon cost/schedule/feature milestones

**Action Plan:** Brief description here

Action Step	Who	When	Resources and Methods	Metric
Use this text box for first action step or task.	Indicate the individual(s) accountable for this task.	Determine deadlines or due dates.	Record details about the methods to be used for the task and resources required to complete the action step.	Record the metrics that will monitor this action step from start to finish.