

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.