<Insert Project Name> Action Plan

An Action Plan is for smaller teams. It helps break down work packages in the Project Schedule into smaller activities and helps track progress. To create an Action Plan, breakdown your work packages into more detailed activities, assign each activity to an individual team member, and assign a priority and finish date. Update your Action Plan as needed in the "Status" and "Actual Finish Date" columns.

Tips:
1. Avoid putting more than one person's name in the "responsible" column to encourage individual accountability. If more than one person is going to work on an activity, assign one person to be ultimately responsible.
2. Planned Finish Dates should match the overall Project Schedule.
3. The "Actual Completion Date" column should be empty until the deliverable is complete.
4. Each team member should be responsible for an activity on the Action Plan.
5. This document is useful to take to small group meetings to review status and update the Action Plan. It can also be printed and posted on the wall in a shared work area.

No	Action	Responsible	Priority High/Med/Low	Status Not Started / Started / Complete	Planned Finish Date mm.dd.yy	Actual Finish Date mm.dd.yy	Notes
1.1	**EXAMPLE: Write technical spec**						
1.1.1	First draft	Technical lead	H	Complete	1.12.06	30.11.06	Finished early
1.1.2	Edit first draft	Project Manager	M	Complete	2.12.06	2.12.06	
1.1.3	Second draft	Technical lead	H	Started	5.12.06		Requires more research
1.1.4	Final edit	Project Manager	H	Not Started	7.12.06		
1.1.5	Approval	Sponsor	H	Not Started	14.12.06		
1.2	**Work package name**						
1.2.1							
1.2.2							
1.2.3							
…							
1.3	**Work package name**						
1.3.1							
1.3.2							
1.3.3							
…							
2.1	**Work package name**						
2.1.1							
2.1.2							
2.1.3							
…							
2.2	**Work package name**						
2.2.1							
2.2.2							
2.2.3							
…							