

# PRODUCER ACTION PLAN TEMPLATE

## FOR FOOD SAFETY OR TRACEABILITY PROJECT FUNDING ASSISTANCE

The Action Plan is a tool designed to help identify your project objectives and focus your proposed activities to ensure project success. The Action Plan will guide you in:

- Identifying the impact the project will have on food safety and the anticipated results for each activity
- Breaking down your activities into smaller, more manageable steps
- Outlining the individual actions needed to complete each activity and who is responsible for each action
- Establishing a timeframe for completion
- Estimating costs

# PRODUCER ACTION PLAN

List of each activity / item requested for funding. Be as specific as possible	Why are you doing this activity or making this purchase?	How does it reduce food safety risk?	Include a description of the steps you will take to complete this activity or make this purchase.	Describe the personnel and skills, you will use to complete this activity or purchase the item.	Itemize costs to complete activity or purchases. (Canadian dollars; include quotes, hours, estimates, etc.)

Add more rows as necessary