***Company Name***

**Action Plan Template**

Company Address Line

Phone: 555-555-5555

Email: abc@e

xample.com

Website: www.aftemplates.com

**Action Plan**

**For the Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives**  *(List of Team Objectives)* | **Tasks**  *(what you need to do to achieve your objectives)* | **Success Criteria**  *(How you can identify your success)* | **Time Frame**  *(by when you need to achieve the tasks)* | **Resources**  *(What Resources you need for each task)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Objectives**  *(List of Team Objectives)* | **Tasks**  *(what you need to do to achieve your objectives)* | **Success Criteria**  *(How you can identify your success)* | **Time Frame**  *(by when you need to achieve the tasks)* | **Resources**  *(What Resources you need for each task)* |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Checked By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)