



Prefect Team Action Plan

Prepared By: _____ (Name) Team: _____ Date: _____

Objective <i>(What do you want to achieve)</i>	Tasks <i>(what you need to do to achieve your objective)</i>	Success Criteria <i>(How you can identify your success)</i>	Time Frame <i>(by when you need to achieve the task)</i>	Resources <i>(What Resources you need for the task)</i>

Checked By: _____ (Signature)

Approved By: _____ (Signature)

