

Describe the specific actions that will be necessary in order to achieve the proposed compliance level for the module with the highest priority (in sequence for putting into action).

List the persons who have specific responsibilities for performing the required actions and the person responsible for coordinating the overall action plan.

List the foreseeable constraints (e.g. money, resources) associated with the implementation of the actions and how you might overcome them.

Determine achievable time frames for completion of the required actions.

Actions completed by: ____/____/____

Signed by: _____