# **Action Plan Template**

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| **Project manager** | **Project name** | **Date** |
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## **Goal**

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| *Provide a brief, high-level overview summarizing the primary objectives and expected outcomes of the project.* |

## **KPI’s**

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| *List the key performance indicators or metrics that will be used to measure the success and progress of the project.* |

## **Evaluation Criteria**

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| *Clearly define the specific problem or opportunity that the project aims to address. Describe the criteria used to evaluate the project's effectiveness.* |

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| **Task ID** | **Task description** | **Priority** | **Due date** | **Assigned to** | **Status** | **Risks** | **Notes** |
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Action plan template instructions

1. Task ID: You can manually enter a unique ID for your tasks.
2. Task description: Briefly describe the task. Make sure to keep this high level and concise.
3. Priority: Choose task priority (High, Medium, or Low) from the dropdown.
4. Due date: Specify the deadline the task is to be completed by.
5. Assigned to: Identify the person responsible.
6. Status: Use the dropdown to mark tasks as "Not Started," "In Progress," or "Completed."
7. Notes: Add extra details or comments if needed.

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