# **Action Plan Template**

##

|  |  |  |
| --- | --- | --- |
| **Project manager** | **Project name** | **Date** |
|  |  |  |

## **Goal**

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

## **KPI’s**

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

## **Evaluation Criteria**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Task ID** | **Task description** | **Priority** | **Due date** | **Assigned to** | **Status** | **Risks** | **Notes** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

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.



Looking for more templates? We’ve got you covered with simple and effective templates to improve your work.

Check out [HubSpot’s 121 free business templates](https://www.hubspot.com/business-templates) designed to help your business grow today!!