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[Project Name]

Action Plan Template [Action Step 1]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | High | High | Medium | Low |
| Task Action | [e.g Hire Marketing Manager] | [Task Action 2] | [Task Action 3] | [Task Action 4] |
| Phase | [e.g planning] | [--------------] | [--------------] | [completed] |
| Assigned | [John Doe] | [Name of Assigned] | [Name of Assigned] | [Name of Assigned] |
| Status  | [50%] | [---] | [---] | [---] |
| Start Date | Beginning date of task | [---] | [---] | [---] |
| Due Date | Date for completion of task | [---] | [---] | [---] |
| Planned Hours | Number of hours dedicated to each task | [---] | [---] | [---] |
| Department | Department responsible for completing the task | [---] | [---] | [---] |
| Materials Required | Input materials required to complete task here | [---] | [---] | [---] |
| Cost | Input money required to complete task here | [---] | [---] | [---] |
| Notes | Any other relevant information | [---] | [---] | [---] |