

# Action Plan

Name of project: \_\_\_\_\_ Date: \_\_\_\_\_ Person in charge: \_\_\_\_\_

<b>SMART Goal</b> <i>(Specific, measurable, achievable, relevant, and time-bound)</i>	<b>Task breakdown</b>	<b>Responsible parties</b>	<b>Resources needed</b>	<b>Due date</b>	<b>Status</b>	<b>Notes / issues</b>

**Additional notes**

**Approval**

Person in charge:

Date:

Project sponsor:

Date: