Simple Action Plan Template

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| --- | --- | --- | --- |
| Project Name | | | |
| Problem | | | |
| Aim | | | |
| Objectives | | | |
| Activity and tasks | **Person Responsible** | **Start date** | **End date** |
| 1. Preparation   Understanding problem, gathering information, ID project team, tools and resources need etc. |  |  |  |
| 1.1 |  |  |  |
| 1.2 |  |  |  |
| 1.3 |  |  |  |
| 1.4 |  |  |  |
| 1. Implementation   stakeholder engagement, consumer participation, testing changes, Process redesign, training etc. |  |  |  |
| 2.1 |  |  |  |
| 2.2 |  |  |  |
| 2.3 |  |  |  |
| 2.4 |  |  |  |
| 1. Communication.   Who  How  what |  |  |  |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| 3.3 |  |  |  |
| 3.4 |  |  |  |
| 1. Monitoring/ evaluation   Regular review of PDSAs, Analysing data, compare data to targets/expected, write up findings etc. |  |  |  |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| 4.3 |  |  |  |
| 4.4 |  |  |  |
| Review  Timescale – quarterly, annual etc. |  |  |  |