**Action Plan Template *(adapt for your local needs)***

N.B. An action plan is not something set in stone. As your changes become embedded or circumstances change, you will have to revisit and adjust to meet the latest needs.

| **Team:**  |
| --- |
| **Goal:** *describe your goal here* |
| **Action / Task** | **Assigned to** | **Start Date** | **Due Date for Completion** | **Measures** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |