

***Company Name***

**Action Plan Template**

Company Address Line

Phone: 555-555-5555

Email: abc@example.com

Website: www.aftemplates.com

***Action Plan***

**For the Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

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| **Objectives**  *(List of Team Objectives)* | **Tasks**  *(what you need to do to achieve your objectives)* | **Success Criteria**  *(How you can identify your success)* | **Time Frame**  *(by when you need to achieve the tasks)* | **Resources**  *(What Resources you need for each task)* |
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**Checked By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

**Approved By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)