**[A green sign with white text

Description automatically generated with low confidence](https://www.smartsheet.com/try-it?trp=8595&utm_source=integrated-content&utm_campaign=/develop-plan-action-free-templates&utm_medium=Project+Action+Plan+Example+doc+8595&lpa=Project+Action+Plan+Example+doc+8595)PROJECT ACTION PLAN TEMPLATE EXAMPLE**

|  |  |  |  |  |  |  |  |  |  |
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| PROJECT NAME | | | | | | | | | |
| Project Beta | | | | | | | | | |
| PROJECT MANAGER | | | | | TODAY'S DATE | | | | |
| Brent Williams | | | | | MM/DD/YY | | | | |
| GOAL 1 |  |  |  |  | |  |  |  |  | |
| Statement/description for Goal 1 | | | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES | |
| **Project Conception and Initiation** | Ira M. | Medium | Complete |  | |  |  |  |  | |
| *Project Charter* | Sally J. | High | Complete | 9/30 | | 10/2 |  |  |  | |
| *Charter Revisions* | Sally J. | Medium | On Hold | 10/5 | | 10/9 |  |  |  | |
| *Research* | Maria S. | Low | In Progress | 10/12 | | 10/12 |  |  |  | |
| *Projections* | Ira M. | Low | Complete |  | |  |  |  |  | |
| *Stakeholders* | Ira M. | High | In Progress |  | |  |  |  |  | |
| *Guidelines* | Sally J. | Medium | In Progress | 10/7 | | 10/12 |  |  |  | |
| *Project Initiation* | Sally J. | Medium | In Progress | 10/12 | | 10/14 |  |  |  | |
|  | Maria S. | Low | Complete | 10/13 | | 10/16 |  |  |  | |
|  | Sally J. | Medium | On Hold | 10/17 | | 10/18 |  |  |  | |
|  |  | Low | In Progress |  | |  |  |  |  | |

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| GOAL 2 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 2 | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Project Definition and Planning** | Ira M. | Medium | Complete |  |  |  |  |  |
| *Scope and Goal Setting* | Sally J. | High | Complete | 9/30 | 10/2 |  |  |  |
| *Budget* | Sally J. | Medium | On Hold | 10/5 | 10/9 |  |  |  |
| *Communication Plan* | Maria S. | Low | In Progress | 10/12 | 10/12 |  |  |  |
| *Risk Management* | Ira M. | Low | Complete |  |  |  |  |  |
| *Scope and Goal Setting* | Ira M. | High | In Progress |  |  |  |  |  |
| *Budget* | Sally J. | Medium | In Progress | 10/7 | 10/12 |  |  |  |
| *Communication Plan* | Sally J. | Medium | In Progress | 10/12 | 10/14 |  |  |  |
|  | Maria S. | Low | Complete | 10/13 | 10/16 |  |  |  |
|  | Sally J. | Medium | On Hold | 10/17 | 10/18 |  |  |  |
|  |  | Low | In Progress |  |  |  |  |  |

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| GOAL 3 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 3 | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Project Launch and Execution** | Ira M. | Medium | Complete |  |  |  |  |  |
| *Status and Tracking* | Sally J. | High | Complete | 9/30 | 10/2 |  |  |  |
| *KPIs* | Sally J. | Medium | On Hold | 10/5 | 10/9 |  |  |  |
| *Monitoring* | Maria S. | Low | In Progress | 10/12 | 10/12 |  |  |  |
| *Forecasts* | Ira M. | Low | Complete |  |  |  |  |  |
| *Project Updates* | Ira M. | High | In Progress |  |  |  |  |  |
| *Chart Updates* | Sally J. | Medium | In Progress | 10/7 | 10/12 |  |  |  |
|  | Sally J. | Medium | In Progress | 10/12 | 10/14 |  |  |  |
|  | Maria S. | Low | Complete | 10/13 | 10/16 |  |  |  |
|  | Sally J. | Medium | On Hold | 10/17 | 10/18 |  |  |  |
|  |  | Low | In Progress |  |  |  |  |  |

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| GOAL 4 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 4 | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Project Performance / Monitoring** | Ira M. | Medium | Complete |  |  |  |  |  |
| *Project Charter* | Sally J. | High | Complete | 9/30 | 10/2 |  |  |  |
| *Charter Revisions* | Sally J. | Medium | On Hold | 10/5 | 10/9 |  |  |  |
| *Research* | Maria S. | Low | In Progress | 10/12 | 10/12 |  |  |  |
| *Projections* | Ira M. | Low | Complete |  |  |  |  |  |
| *Stakeholders* | Ira M. | High | In Progress |  |  |  |  |  |
| *Guidelines* | Sally J. | Medium | In Progress | 10/7 | 10/12 |  |  |  |
| *Project Initiation* | Sally J. | Medium | In Progress | 10/12 | 10/14 |  |  |  |
|  | Maria S. | Low | Complete | 10/13 | 10/16 |  |  |  |
|  | Sally J. | Medium | On Hold | 10/17 | 10/18 |  |  |  |
|  |  | Low | In Progress |  |  |  |  |  |

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| GOAL 5 |  |  |  |  |  |  |  |  |
| Statement/description for Goal 5 | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Project Lessons Learned** | Ira M. | Medium | Complete |  |  |  |  |  |
| *Review* | Sally J. | High | Complete | 9/30 | 10/2 |  |  |  |
|  |  | Medium | On Hold | 10/5 | 10/9 |  |  |  |
|  |  | Low | In Progress | 10/12 | 10/12 |  |  |  |
|  |  | Low | Complete |  |  |  |  |  |
|  |  | High | In Progress |  |  |  |  |  |
|  |  | Medium | In Progress | 10/7 | 10/12 |  |  |  |
|  |  | Medium | In Progress | 10/12 | 10/14 |  |  |  |
|  |  | Low | Complete | 10/13 | 10/16 |  |  |  |
|  |  | Medium | On Hold | 10/17 | 10/18 |  |  |  |
|  |  | Low | In Progress |  |  |  |  |  |

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