**[A picture containing text

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

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGER | | | | | TODAY'S DATE | | | | | | |
| Name | | | Name | | | | | MM/DD/YY | | | | | | |
| ACTION PLAN | |  | | |  | |  | | |  | |  | |  | | |
| ACTION | RESPONSIBLE | | | PRIORITY | | STATUS | | | START | | END | | NOTES | | |
| Goal #1: |  | | | Medium | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | Medium | | On Hold | | |  | |  | |  | | |
|  |  | | | Low | | In Progress | | |  | |  | |  | | |
|  |  | | | Low | | Complete | | |  | |  | |  | | |
| Goal #2: |  | | | High | | In Progress | | |  | |  | |  | | |
|  |  | | | Medium | | In Progress | | |  | |  | |  | | |
|  |  | | | Medium | | In Progress | | |  | |  | |  | | |
|  |  | | | Low | | Complete | | |  | |  | |  | | |
|  |  | | | Medium | | On Hold | | |  | |  | |  | | |
|  |  | | | Low | | In Progress | | |  | |  | |  | | |
| Goal #3: |  | | | Low | | In Progress | | |  | |  | |  | | |
|  |  | | | Low | | In Progress | | |  | |  | |  | | |
|  |  | | | Low | | In Progress | | |  | |  | |  | | |
|  |  | | | Low | | Not Started | | |  | |  | |  | | |
|  |  | | | Low | | Not Started | | |  | |  | |  | | |
|  |  | | | Low | | On Hold | | |  | |  | |  | | |
| Goal #4: |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |

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