**SIMPLE ACTION PLAN TEMPLATE**

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| 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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