**[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=Work+Action+Plan+doc+8595&lpa=Work+Action+Plan+doc+8595)WORK ACTION PLAN TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| GOAL | | | | | | |  | |  |  |
| Describe the purpose of the plan and identify the system to be implemented. | | | | | | | | | | |
| BENCHMARKS FOR SUCCESS | | | | | | |  | |  |  |
| Provide an overview of major benchmarks and essential components to implementing those milestones. | | | | | | | | | | |
| EVALUATION PLAN | | | | | | |  | |  |  |
| Describe the plan for evaluating the goals. | | | | | | | | | | |
| WORK ACTION PLAN | | | | | | |  | |  |  |
| STRATEGIC ACTION DESCRIPTIONS | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | | DESIRED OUTCOME | | POTENTIAL HAZARDS |
| **Action** | Name / Dept. | Medium | Complete | MM/DD | MM/DD |  | |  | |  |
| *Description* |  | High | Complete |  |  |  | |  | |  |
|  |  | Medium | On Hold |  |  |  | |  | |  |
|  |  | Low | In Progress |  |  |  | |  | |  |
|  |  | Low | Complete |  |  |  | |  | |  |
|  |  | High | In Progress |  |  |  | |  | |  |
|  |  | Medium | In Progress |  |  |  | |  | |  |
|  |  | Medium | In Progress |  |  |  | |  | |  |
|  |  | Low | Complete |  |  |  | |  | |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | ADDITIONAL NOTES |  |  |  |  |  |  |  |  |  |  |
|  | Comments | | | |  |  |  |  |  |  |  |

|  |
| --- |
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