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| --- | --- | --- | --- | --- |
| **Action step:**What will be done? | **Responsibilities:**Who? | **Timeline:**When will it be done? day/month | **Resources:**What do we have?What do we need? | **Potential issues:**What are the concerns?Proactive steps? |
| Step 1: Planning |  |  |  |  |
| Step 2: |  |  |  |  |
| Step 3: |  |  |  |  |
| Step 4: |  |  |  |  |
| Step 5: |  |  |  |  |
| Step 6: |  |  |  |  |
| Step 7: |  |  |  |  |
| Step 8: |  |  |  |  |
| Step 9: |  |  |  |  |

Action Plan Template