Insert project title

Action Plan

# How to use this template

*<< Use this action plan for planning project deliverables. Each activity should have an expected result – something measurable that it will achieve for the business. Track the deliverable status to help manage risks. >>*

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| --- | --- | --- | --- | --- |
| **Activity** | **Expected results** | **Responsible** | **Due Date** | **Deliverable Status** |
| *e.g. monthly stakeholder newsletter* | *What will it achieve for your business? Ensure this is measurable, e.g. '10 leads', '3 workshop bookings', 'no website downtime in the following month'* | *Who performs this task?* | *When is this task due?**DD/MM/YY* | *e.g. planned, in progress, complete, delayed, cancelled* |
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