

# ACTION PLAN

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Goal: \_\_\_\_\_

Target: \_\_\_\_\_

(Note: Ensure your target is Specific, Measurement, Achievable, Relevant and Time Framed)

## Key tasks

*WHAT is to be done?*

## Deadlines

*WHEN is it to be done?*

## Steps involved

*HOW will it be done?*

## Responsibility

*WHO will do it?*

## Follow-up

*HOW will improvement be measured?*