**Action Plan Template**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action 1 | Action 2 | Action 3 | Action 4 |
| WHAT  (Description of Action) |  |  |  |  |
| WHERE  (Within specific section,  relevant policies,  guidelines, etc) |  |  |  |  |
| HOW  (Required sub-activities & Milestones,) |  |  |  |  |
| WHO RESPONSIBLE  (e.g. QA office, department head, staff member etc) |  |  |  |  |
| REQUIRED RESOURCES  (funding, human resources,  support) |  |  |  |  |
| INDICATORS OF SUCCESS  (Indicators to be related to expected outcomes) |  |  |  |  |
| RISKS & MITIGATING MEASURES  (what could prevent  or hinder implementation?) |  |  |  |  |