**Action Plan Template**

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|   | 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?) |  |  |  |  |