

ACTION PLAN

Challenge:				
Desired measurable result:				
Priority actions:				
Activities	Person responsible	Start date	End date	Resources

QUICK CHECK ON THE QUALITY OF AN ACTION PLAN

To check the quality and logic of your action plan, answer the following questions:

- Are there activities for each of the priority actions?
- Have you included activities for all of the leading and managing practices?
- Is the desired result SMART?
- Have measurable indicators been defined that will tell you whether or not your team has achieved the desired result?
- Do the activities listed in the plan contribute to the achievement of your desired result?
- Are specific people identified to be responsible for the completion of each activity?
- Have all the resources been identified?
- Does each activity have a time frame?
- Is there anything else that you should add to your action plan?