

# ACTION PLAN WORKSHEET

Project \_\_\_\_\_

Goal No. \_\_\_\_\_

Objective No. \_\_\_\_\_

<b>Tasks: What to Do?</b> <small>(List in sequence)</small>	<b>Roles: Who will do it?</b> <small>(Place asterisk (*) beside name of person with primary responsibility)</small>	<b>Timeline: When will it start and finish?</b> <small>(expressed in <u>weeks</u> or months.)</small>																					
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