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STUDENT EDITION

Action Plan

TEAM NAME

RESTATE YOUR PROJECT GOAL

COMMUNICATION PLAN FOR THE TEAM

How will the team communicate and how often?

TEAM MEMBER NAME	STRENGTH	STRENGTH	STRENGTH



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TASK LIST

Organize the team's tasks

TASK	PERSON/PEOPLE RESPONSIBLE	DEADLINE

MANAGING OBSTACLES

Obstacles may be anything that causes your project to change or stop

OBSTACLES THAT MAY OCCUR	HOW THE TEAM WILL OVERCOME THE OBSTACLE