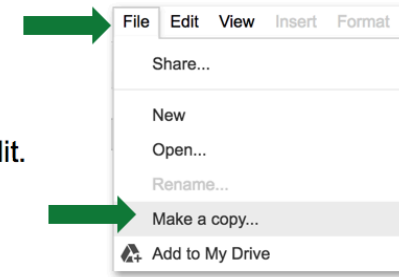**How to use this template:**

This is a view-only file and cannot be edited.

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PROJECT ACTION PLAN TEMPLATE

Template begins on page 2.

PROJECT ACTION PLAN TEMPLATE

PROJECT NAME		PROJECT MANAGER	

ACTION	ASSIGNED TO	PRIORITY	STATUS	START DATE	END DATE	DURATION in days	NOTES
GOAL 1		LOW	COMPLETE				
Action Step 1		MEDIUM	IN PROGRESS				
Action Step 2		HIGH	NOT STARTED				
Action Step 3			ON HOLD				
GOAL 2							
Action Step 1							
Action Step 2							
Action Step 3							
GOAL 3							
Action Step 1							
Action Step 2							
Action Step 3							

PROJECT NAME		PROJECT MANAGER	

ACTION	ASSIGNED TO	PRIORITY	STATUS	START DATE	END DATE	DURATION in Days	NOTES

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