PROJECT ACTION PLAN TEMPLATE EXAMPLE

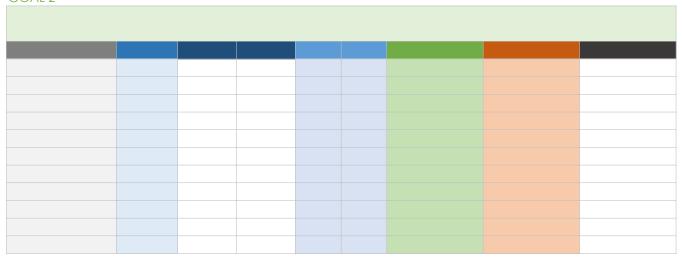
Project						
PROJECT MANAGER	TODAY'S DATE					
	MM/DD/YY					

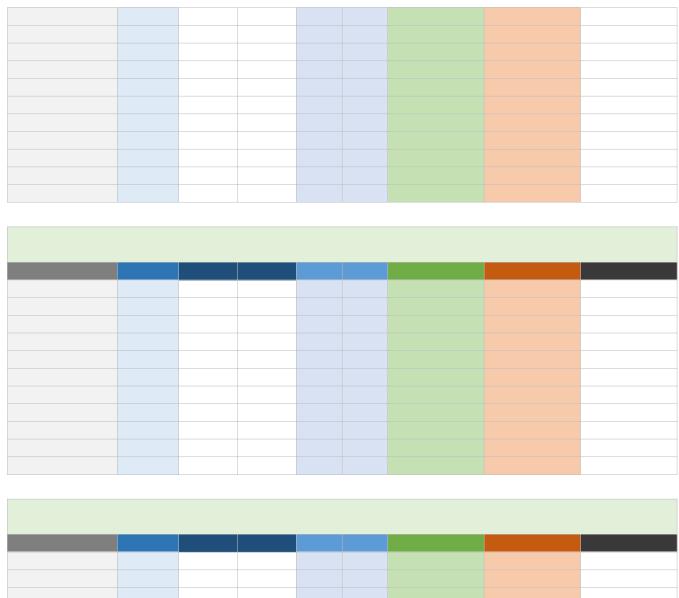
GOAL 1

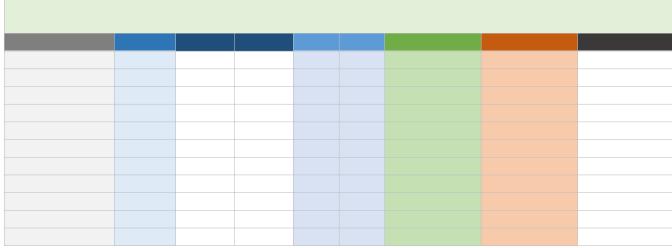
Statement/description for Goal 1

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS			RESOURCES REQUIRED	DESIRED OUTCOME	notes
Project Conception and Initiation	Ira M.	Medium	Complete	9/30	9/30			
Project Charter	Sally J.	High	Complete	10/1	10/1			
Charter Revisions	Sally J.	Medium	On Hold	10/2	10/2			
Research	Maria S.	Low	In Progress	10/3	10/3			
Projections	Ira M.	Low	Complete	10/4	10/4			
Stakeholders	Ira M.	High	In Progress	10/5	10/5			
Stakeholders	Sally J.	Medium	In Progress	10/6	10/6			
Project Initiation	Sally J.	Medium	In Progress	10/7	10/7			
	Maria S.	Low	Complete	10/8	10/8			
	Sally J.	Medium	On Hold	10/9	10/9			
		Low	In Progress	10/10	10/10			

GOAL 2







CLICK HERE TO CREATE IN SMARTSHEET

PROJECT ACTION PLAN TEMPLATE

PROJECT NAME					
Name					
PROJECT MANAGER	TODAY'S DATE				
Name	MM/DD/YY				

GOAL 1

Statement/description for Goal 1

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS	START	END	RESOURCES REQUIRED	DESIRED OUTCOME	notes
Action description	Name	Medium	Complete	MM/DD	MM/DD			
Description		High	Complete					
استلم الموقع من قبل الممول وبحضور المستقيد		Medium	On Hold					
		Low	In Progress					
		Low	Complete					
		High	In Progress					
		Medium	In Progress					
		Medium	In Progress					
		Low	Complete					
		Medium	On Hold					
		Low	In Progress					

GOAL 2

Statement/description for Goal 2

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS	START	END	RESOURCES REQUIRED	DESIRED OUTCOME	notes
Action description	Name	Medium	Complete					
Description		High	Complete					
		Medium	On Hold					
		Low	In Progress					
		Low	Complete					
		High	In Progress					
		Medium	In Progress					
		Medium	In Progress					
		Low	Complete					
		Medium	On Hold					
		Low	In Progress					

GOAL 3

Statement/description for Goal 3

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS	START	END	RESOURCES REQUIRED	DESIRED OUTCOME	notes
		Medium	Complete					
		High	Complete					
		Medium	On Hold					
		Low	In Progress					
		Low	Complete					
		High	In Progress					
		Medium	In Progress					
		Medium	In Progress					
		Low	Complete					
		Medium	On Hold					
		Low	In Progress					

GOAL 4

Statement/description for Goal 4 ACTION DESCRIPTION RESPONSIBLE STATUS NOTES Complete Medium High Complete Medium On Hold In Progress Low Low Complete In Progress High Medium In Progress Medium In Progress Complete Low Medium On Hold Low In Progress

GOAL 5

Statement/description	for Goal 5

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS	START	END	RESOURCES REQUIRED	DESIRED OUTCOME	notes
		Medium	Complete					
		High	Complete					
		Medium	On Hold					
		Low	In Progress					
		Low	Complete					
		High	In Progress					
		Medium	In Progress					
		Medium	In Progress					
		Low	Complete					
		Medium	On Hold					
		Low	In Progress					

DROPDOWN KEY - DO NOT DELETE



STATUS KEY	
Complete	
Not Started	
In Progress	
On Hold	

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.