PROJECT ACTION PLAN TEMPLATE EXAMPLE
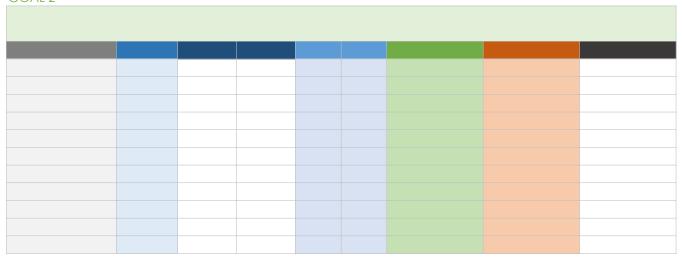
Project	
PROJECT MANAGER	TODAY'S DATE
....	MM/DD/YY

GOAL 1

Statement/description for Goal 1

ACTION DESCRIPTION	RESPONSIBLE	PRIORITY	STATUS	START	END	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

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 المستفيد		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	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 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

PRIORITY KEY
Low
Medium
High

STATUS KEY
Complete
Not Started
In Progress
On Hold