**Action Plan Examples.docx**

**EXAMPLE 1**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Team:** | | | | | **Member of Staff Responsible:** | | | |
| **SMART Action Plan** | | | | | | | | |
|  | | | | | | | | |
| **S – Be Specific** about what you want to achieve, do not be ambiguous, communicate clearly. | | | | | | | | |
| **M -**  Ensure your result is **Measurable**. Have a clearly defined outcome and ensure this is measurable. (KPIs – Key Process Indicators) | | | | | | | | |
| **A –** Make sure it is **Appropriate**. Is it an **Achievable** outcome> | | | | | | | | |
| **R –** Check that it is **Realistic**, it must be possible taking account of time, ability and finances. | | | | | | | | |
| **T –** Make sure it is **Time** restricted. Set yourself an achievable time frame, set deadlines and milestones to check your progress. | | | | | | | | |
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| **Action** | **Specific** | **Measurable** | **Appropriate** | **Realistic** | | **Time** | **Staff Responsible** | **Status** |
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**EXAMPLE 2**

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| **ACTION PLAN** | | | | | | | |
| After assessing assessment you can use this document to record issues or objectives, actions needed, those responsible and the timeframe | | | | | | | |
| **Team or project:** | | **Date plan developed:** | | | | | |
| **Responsible person:** | | **Review date(s):** | | | | | |
|  |  | |  |  | |  | |
| **Issue or Objective** | **Action Required** | | **Responsible** | | **Others Involved** | | **Timeframe** |
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