**Action Plan Examples.docx**

**EXAMPLE 1**

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| **Team:**  | **Member of Staff Responsible:**  |
| **SMART Action Plan** |
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| **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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