#

# **Plan of Action**

Insert project name here

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| Name |  |
| **Date** |  |
| **Start** |  |
| **Finish** |  |

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| Goal |
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| Objectives |
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| **Summary of {Client / Commercial} Agreement** |
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| **Key Relationships** |

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|  | **Name** | **Function** |
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| Present Situation |
| Summary of current status |
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| **Is Performance on Track?** |
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| **What are the problems?** |
|  |
| **Potential Problems** |
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| **Key Areas to improve** |
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| Creative Ideas |
| Key ideas to drive forward |
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| **Ideas to overcome problems** |
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| **Ideas to prevent potential problems occurring** |
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| **Other issues to be aware of** |
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| Objective 1 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 2 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 3 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 4 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 5 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 6 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 7 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Objective 8 |
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| **Action Items** |

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|  | **Action Item** | **Who** |  | **When** |
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| Communication |
| Who needs to know? |
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| How to communicate |
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|  |  |  | Date |
| 1. Confirm in writing
 | yes / no |  |  |
| 1. Team Meeting/video conference/webinar
 | yes / no |  |  |
| 1. Individual meetings/consultation
 | yes / no |  |  |
| 1. Review Meeting
 | yes / no |  |  |
| 1. Does everyone have his or her targets?
 | yes / no |  |  |
| 1. Does everyone know the standard?
 | yes / no |  |  |
|  |  |  |  |
| Other methods |
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