

Action Plan Template

updated 10/18/19

Name: _____

Date:

Background / Problem Statement

Strategic Alignment with Goal X

Purpose of the Activity

Metrics to be Used: baseline, progress, outcomes

Specific Goals / Objectives/Actions

Objectives:

Sponsor / Owner (often a Dean, Unit Head or Overall Process Steward)

Project Leader /Manager/ Champion (person(s) responsible for improvements)

Facilitator (if one is needed)

Timeline (when activities will get done over next few years)

Team Members / Stakeholders (be broad, system wide and include students, users)