



# Project Action Plan

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<b>Project Name:</b>	Date: _____
Person with Overall Responsibility for Project: _____	Desired/Estimated Begin Date: _____
Person/Group who approves or receives final product or recommendation: _____	Finish Date: _____
	Initiator of this Form: _____
<b>Project Objective:</b>	
<div style="border: 1px solid black; padding: 5px; width: fit-content;">When this project is completed, we anticipate the, outcome, results or finished product will be:</div>	
Individuals/Groups who will need to be consulted:	
Problems/Challenges/Hurdles anticipated:	
Potential Resources to Assist in Successful Completion:	



# Brainstorming/Ideas/Notes

Project Phases or Major Bullet-Points	Who is Responsible?	Anticipated Completion Date
Anticipated Action Steps (What Needs to be Done?)	Who is Responsible?	Anticipated Completion Date



# Project Implementation (cont.)

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Anticipated Action Steps (What Needs to be Done?)	Who is Responsible?	Anticipated Completion Date