**[A blue and white sign

AI-generated content may be incorrect.](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)Business Action Plan Template**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Manager | | | Today's Date | | | |  | |
|  | | | MM/DD/YY | | | |  | |
| Goal |  |  |  |  |  | |  | |
| *Write your goal statement below.* | | | | | | |  | |
|  | | | | | | |  | |
| Action Plan |  |  |  |  |  |  | |  | |  |  |
| Action Description | Responsible | Priority | Status | Start | End | Resources Required | | Hazard Forecast | | Metrics / KPI | Outcome |
| Objective #1 |  |  |  |  |  |  | |  | |  |  |
|  |  | High | Complete |  |  |  | |  | |  |  |
|  |  | Medium | On Hold |  |  |  | |  | |  |  |
|  |  | Low | In Progress |  |  | . | |  | |  |  |
|  |  |  | Not Started |  |  |  | |  | |  |  |
| Objective #2 |  |  |  |  |  |  | |  | |  |  |
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| Objective #3 |  |  |  |  |  |  | |  | |  |  |
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| Objective #4 |  |  |  |  |  |  | |  | |  |  |
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