**Business Action Plan Template**

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| --- | --- | --- |
| 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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