

Action Plan Template

- Ensure actions based on different organisational levels provide comprehensive coverage and alignment with strategic objectives.
- Actions can be classified at organisational, managerial, employee, and technology provider/ implementer levels, tailored to project objectives.
- Additional levels, like cross-organization, customer, or governing bodies, can be added if relevant.

Who/ Task Owners	What Action / Tasks	When / timeframe	Resources (what needed and how much)	Status (nothing done / in progress / completed)
Organisations				
Leaderships				
Teams				
Employees				
Technology providers / implementers				