



# Project Action Plan

Project Title: .....

Complete the Action Plan form below. Share the information with all members of the team so that you have recorded your decisions about the tasks to be done, who will do them and by what dates will they be completed. This record will help you to stay on target and complete your assessment tasks within the given timeframe.

Breakdown of Tasks	Key Activities	Responsibility	Start Date	Finish Date	Deliverable	Communication Plan
Stage 1						
Stage 2						

Communication Plan - How the outcome of the task will be communicated with team members?

Deliverable - What is the outcome of the task i.e. report, diagram etc

Use initial (i.e SV, MG) to assign the responsibility.



## Project Timelines

Tasks	Jul	Aug	Sept	Oct
Submit final report				