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 **CREATING AN ACTION PLAN**

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Action plans outline the day-to-day actions that team members need to complete to achieve specific tasks or goals.

They typically include details on who is going to do what, by what time, using what resources and in what sequence to get us where we are going.

You can use the template below to plan and track those tasks and goals that support operational and strategic planning.

 **An action plan template**

| **ACTION PLAN** |
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| **GOAL** |
| **Step/Task** | **Who by** | **Deadline** | **Success indicator** | **Done** |
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|  |  |  |  |  |
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 **An action plan for a pyramid**

| **ACTION PLAN** |
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| **GOAL: Build a pyramid** |
| **Step/Task** | **Who by** | **Deadline** | **Success indicator** | **Done** |
| Find a suitable site | Me/Imhotep | 2700 BC | Site established on high ground, away from the danger of flooding but close enough to the Nile for the transportation of heavy blocks | ü |
| Prepare the site | Me/tens of thousands of skilled workers | 2690 BC | Loose sand removed; rock base flattened; all sides exactly the same length with corners in perfect right angles | ü |
| **Step/Task** | **Who by** | **Deadline** | **Success indicator** | **Done** |
|  | Me/all villages | 2689 BC | Every builder eating lots of meat - with a side order of more meatEnough beer and bread for every worker. | ü |
| Raise the blocks | Me/tens of thousands of skilled workers | 2680 BC | Inner chambers and passages complete; main structure finished and encased in blocks of finely cut and dressed limestone from Tura | ü |
| Ensure we have enough cyanide for the ritual sacrifice of the retainers | Me | 2679 BC | Retainers dead and ready to serve the Pharoah in the afterlife | ü |

 