

# Action Plan Page Sample

Our meeting processes and agendas ensure that our business is efficiently and effectively managed. Include Board of Management (BOM).

Goal # \_\_\_\_\_

- Critical
- Urgent

ACTION STEPS	Team	Due
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

PROCEDURES REQUIRED	Team	Due
Meetings & Agendas		

**RESOURCES REQUIRED**

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**IDENTIFY BENEFITS ACHIEVED Financial, Quality, Efficiency & Effectiveness, Staff, Other:**

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