**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=8595&utm_source=integrated-content&utm_campaign=/develop-plan-action-free-templates&utm_medium=Business+Action+Plan+Example+doc+8595&lpa=Business+Action+Plan+Example+doc+8595)BUSINESS ACTION PLAN TEMPLATE**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| PROJECT MANAGER | | | TODAY'S DATE | | | |
| Name | | | MM/DD/YY | | | |
| GOAL |  |  |  |  |  | |
| *Write your goal statement below.* | | | | | | |
|  | | | | | | |
| ACTION PLAN |  |  |  |  |  |  | |  |  |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | | HAZARD FORECAST | OUTCOME |
| Goal #1: |  | Medium | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |
|  |  | Medium | On Hold |  |  |  | |  |  |
|  |  | Low | In Progress |  |  |  | |  |  |
|  |  | Low | Complete |  |  |  | |  |  |
| Goal #2: |  | High | In Progress |  |  |  | |  |  |
|  |  | Medium | In Progress |  |  |  | |  |  |
|  |  | Medium | In Progress |  |  |  | |  |  |
|  |  | Low | Complete |  |  |  | |  |  |
|  |  | Medium | On Hold |  |  |  | |  |  |
|  |  | Low | In Progress |  |  |  | |  |  |
| Goal #3: |  | Low | In Progress |  |  |  | |  |  |
|  |  | Low | In Progress |  |  |  | |  |  |
|  |  | Low | In Progress |  |  |  | |  |  |
|  |  | Low | Not Started |  |  |  | |  |  |
|  |  | Low | Not Started |  |  |  | |  |  |
|  |  | Low | On Hold |  |  |  | |  |  |
| Goal #4: |  | High | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |
|  |  | High | Complete |  |  |  | |  |  |

|  |
| --- |
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