**[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=Simple+Action+Plan+Example+doc+8595&lpa=Simple+Action+Plan+Example+doc+8595)SIMPLE ACTION PLAN TEMPLATE EXAMPLE**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PROJECT NAME | | | PROJECT MANAGER | | | | | TODAY'S DATE | | | | | | |
| Project Beta | | | Bjorn Cavey | | | | | MM/DD/YY | | | | | | |
| ACTION PLAN | |  | | |  | |  | | |  | |  | |  | | |
| ACTION | RESPONSIBLE | | | PRIORITY | | STATUS | | | START | | END | | NOTES | | |
| Goal #1: Select Venue |  | | | Medium | | Complete | | |  | |  | |  | | |
| Identify venue options | Sally J. | | | High | | Complete | | | 9/30 | | 10/2 | |  | | |
| Visit venues | Sally J. | | | Medium | | On Hold | | | 10/5 | | 10/9 | | Must send contracts by 10/10 | | |
| Sign contract | Maria S. | | | Low | | In Progress | | | 10/12 | | 10/12 | |  | | |
|  |  | | | Low | | Complete | | |  | |  | |  | | |
| Goal #2: Secure Speakers |  | | | High | | In Progress | | |  | |  | |  | | |
| Recruit speakers | Sally J. | | | Medium | | In Progress | | | 10/7 | | 10/12 | |  | | |
| Speaker bios | Sally J. | | | Medium | | In Progress | | | 10/12 | | 10/14 | |  | | |
| Create and send speaker packets | Maria S. | | | Low | | Complete | | | 10/13 | | 10/16 | | Send to stakeholders | | |
| Confirm speakers | Sally J. | | | Medium | | On Hold | | | 10/17 | | 10/18 | |  | | |
|  |  | | | Low | | In Progress | | |  | |  | |  | | |
| Goal #3: Recruit Sponsors |  | | | Low | | In Progress | | |  | |  | |  | | |
| Identify sponsors | John S. | | | Low | | In Progress | | | 10/13 | | 10/19 | |  | | |
| Write up sponsor agreement | Maria S. | | | Low | | In Progress | | | 10/15 | | 10/16 | |  | | |
| Send emails | John S. | | | Low | | Not Started | | | 10/19 | | 10/21 | |  | | |
| Make cold calls | John S. | | | Low | | Not Started | | | 10/21 | | 10/23 | | From sales team | | |
|  |  | | | Low | | On Hold | | |  | |  | |  | | |
| Goal #4: Promote event |  | | | High | | Complete | | |  | |  | |  | | |
| Create banners | Morgan K. | | | High | | Complete | | | 10/26 | | 10/28 | |  | | |
| Order swag | Morgan K. | | | High | | Complete | | | 10/28 | | 10/28 | | Coffee mugs, totes, pencils | | |
| Create social media strategy | Corrine J. | | | High | | Complete | | | 10/13 | | 10/26 | |  | | |
| Make marketing materials | Karen Z. | | | High | | Complete | | | 10/26 | | 10/30 | |  | | |
|  |  | | | High | | Complete | | |  | |  | |  | | |

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