

Planning Template for 20__ to 20__ Action Steps

<i>Year - Action Step</i>	<i>Sponsor</i>	<i>Action Step Team Members (can be cross-functional)</i>

<i>Deliverable by:</i> <i>(Report, plan, proposal, presentation, charts, etc.)</i>

<i>Action Plan</i>								
<i>Tasks and Milestones</i>	Jan	Feb	Mar	Apr	May	Jun	Sum	Fall

<i>Measures- How will you determine the success of this initiative?</i>