**Company Name**

**Action Plan Template**



**This year’s Action Plan**

**Prepared By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**About Plan**

*Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here Write Your Text Here*



|  |  |
| --- | --- |
| **QUESTION TO BE ANSWERED**  | **STRATEGIC PLAN ELEMENT** |
| *Where we were in the past?* | **History** |
| *Where are we now?* | **Context** |
| *Where should we go and why?* | **Vision** |
| *What is our work toward the vision? Who are we? What is our niche now to work toward the vision?* | **Mission** |

|  |  |
| --- | --- |
| **QUESTION TO BE ANSWERED**  | **STRATEGIC PLAN ELEMENT** |
| *What will guide the work we choose to do and the way we do the work (e.g. inclusively, multi-disciplinarily?)* | **Values** |
| *What is in our way of realizing our vision?* | **Critical Obstacles** |
| *What will we do to reach our vision?* | **Strategic, Long-term Goals/Directions** |
| *What will we do in year 1, year 2 and so on?* | **Short-term Goals or Objectives** |
| *How will we know if we are successful?* | **Indicators of Success/ Benchmarks** |

|  |  |
| --- | --- |
| **QUESTION TO BE ANSWERED**  | **STRATEGIC PLAN ELEMENT** |
| *What infrastructure is needed to carry out the work in this plan?* | **Infrastructure Assessment** |
| *What will we do in the next 3 months, six months, year, year 2, and year 3?* | **Implementation Plan** |
| *How will the plan be disseminated and to whom?* | **Dissemination Plan****Implementation Plan** |
| *How will we monitor the plan and assess our progress?* | **Monitoring and Revising Strategic Plan** |