

**[INSERT NAME OF SUBJECT]**

[INSERT DATE]

**Author/s of this Plan:**

[INSERT LIST OF THE FULL NAMES

OF THE MAKERS OF THIS PLAN]

**With Approval of:**

**[INSERT NAME/S WHO GAVE APPROVAL**

**OF THIS ACTION PLAN]**

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10. **INTRODUCTION**

Many concerns or issues of the company is taken cared of through different ways. Most of the time, the use of an effective action plan is a viable option to obtain a concrete solution for the company’s concerns and issues. [INSERT NAME OF COMPANY] adopts this kind of strategy in order to fully address every concern or issue of the company.

1. **PURPOSE OF ACTION PLAN**

This action plan is created to address the [INSERT NAME OF SUBJECT] of the company. This concern or issue is brought about by [INSERT REASONS] which leads to the creation of this action plan to address these concerns or issues.

1. **OBJECTIVES**

At the end of this action plan, we would like to achieve the following goals and objectives:

* To be able to [INSERT GOAL/OBJECTIVE 1 FOR THIS ACTION PLAN IN STATEMENT FORM].
* To address the [INSERT GOAL/OBJECTIVE 2 FOR THIS ACTION PLAN IN STATEMENT FROM].
* To attain a [INSERT GOAL/OBJECTIVE 3 FOR THIS ACTION PLAN IN STATEMENT FORM].
* To obtain a [INSERT GOAL/OBJECTIVE 4 FOR THIS ACTION PLAN IN STATEMENT FORM].
* To consider [INSERT GOAL/OBJECTIVE 5 FOR THIS ACTION PLAN IN STATEMENT FORM].

1. **ACTIONS TO BE DONE**

The need for effective actions to address [INSERT NAME OF SUBJECT] is essential in order to [INSERT REASON FOR THE CREATION OF THIS ACTION PLAN]. [INSERT NAME OF SUBJECT] is [INSERT BRIEF DESCRIPTION OF THE CONCERN/ISSUE/SUBJECT]. After much study of the facts, company policies and standards being followed, the following are step-by-step actions to be done to effectively address this concern or issue of the company.

* 1. **LIST OF ACTIONS**

These are the steps you need to take in order to address properly and effectively the [INSERT NAME OF SUBJECT] on this action plan.

Step 1: [INSERT FIRST STEP OF THIS ACTION PLAN]

[INSERT EXPLANATION IN DETAIL ON HOW THE FIRST STEP IS DONE]

Step 2: [INSERT SECOND STEP OF THIS ACTION PLAN]

[INSERT EXPLANATION IN DETAIL ON HOW THE SECOND STEP IS DONE]

Step 3: [INSERT THIRD STEP OF THIS ACTION PLAN]

[INSERT EXPLANATION IN DETAIL ON HOW THE THIRD STEP IS DONE]

Step 4: [INSERT FOURTH STEP OF THIS ACTION PLAN]

[INSERT EXPLANATION IN DETAIL ON HOW THE FOURTH STEP IS DONE]

Step 5: [INSERT FIFTH STEP OF THIS ACTION PLAN]

[INSERT EXPLANATION IN DETAIL ON HOW THE FIFTH STEP IS DONE]

(You can insert additional steps with corresponding explanation for each step you add)

* 1. **ASSIGNED PEOPLE**

For these steps to happen, there are people who need to carry out these responsibilities. Presented below in tabular form are the persons assigned to do the aforementioned actions to be done to address [INSERT NAME OF SUBJECT].

|  |  |  |
| --- | --- | --- |
| **ACTIONS TO BE DONE** | **ASSIGNED PERSON** | **SET DATE** |
| STEP 1 | [INSERT NAME OF ASSIGNED PERSON TO CARRY OUT STEP 1] | [INSERT DATE] |
| STEP 2 | [INSERT NAME OF ASSIGNED PERSON TO CARRY OUT STEP 2] | [INSERT DATE] |
| STEP 3 | [INSERT NAME OF ASSIGNED PERSON TO CARRY OUT STEP 3] | [INSERT DATE] |
| STEP 4 | [INSERT NAME OF ASSIGNED PERSON TO CARRY OUT STEP 4] | [INSERT DATE] |
| STEP 5 | [INSERT NAME OF ASSIGNED PERSON TO CARRY OUT STEP 5] | [INSERT DATE] |

1. **RESOURCES**

Working on these actions to be done will not be complete without the resources necessary for the assigned people to use. We have categorized the resources the company is willing to shoulder to address the issue or concern.

* 1. **AVAILABLE ONES**

|  |  |
| --- | --- |
| **AVAILABLE RESOURCES** | **WAREHOUSE NUMBER** |
| [INSERT A LIST OF THE AVAILABLE RESOURCES RELEVANT TO THE ACTIONS TO BE DONE] | [INSERT THE WAREHOUSE NUMBER EACH RESOURCE IS AVAILABLE] |

* 1. **NEEDED ONES**

|  |  |
| --- | --- |
| **NEEDED RESOURCES** | **WHERE TO GET** |
| [INSERT A LIST OF THE NEEDED RESOURCES RELEVANT TO THE ACTIONS TO BE DONE] | [INSERT WHERE YOU CAN GET THE NEEDED RESOURCES] |

1. **METHOD OF COMMUNICATION**

Progress of the actions to be done on this action plan must be communicated from the assigned person to the management in complete detail for accurate recording and monitoring. Proper transfer of information is necessary in order to obtain good communication between the parties involved. Follow the method of communication provided below once this action plan commences.

[INSERT THE METHOD OF COMMUNICATION YOUR COMPANY WILL INCORPORATE FOR THIS ACTION PLAN]

1. **BARRIERS**

In any action plan, there barriers that hinder the success of the actions to be dealt with in relation to [INSERT NAME OF SUBJECT] which is our concern on this action plan. Identifying these barriers becomes an advantage since we can prepare beforehand the solution to mitigate these barriers.

Listed below are the barriers we have identified in the course of the execution of this action plan along with the ways to do away with these barriers.

|  |  |  |
| --- | --- | --- |
| **BARRIERS** | **DESCRIPTION** | **ACTION** |
| [INSERT LIST OF THE POTENTIAL BARRIERS YOU WILL FACE ON THIS ACTION PLAN] | [INSERT BRIEF DESCRIPTIONS OF EACH POTENTIAL BARRIER] | [INSERT WHAT YOU WILL DO TO MITIGATE THESE POTENTIAL BARRIERS] |

1. **MEASUREMENT FOR SUCCESS**

Measuring the success of these actions requires a measuring guide like the benchmarks presented below for this action plan.

[INSERT HOW YOU MEASURE YOUR SUCCESS IN DETAIL ON THIS SECTION OF THE ACTION PLAN]

1. **EVALUATION**

With the goals and objectives presented at the start of this action plan, we evaluate what we have done on this action plan through of this measuring guide:

[INSERT HOW YOU EVALUATE THE ACTIONS YOU HAVE ACCOMPLISHED ON THIS ACTION PLAN BASED ON YOUR GOALS AND OBJECTIVES]