

Action Plan Template

ACTION PLAN FOR _____

Goal/Expected Outcome: <i>(List your overall goal(s) here)</i>					
Action Steps <i>(What task will be done?)</i>	Person(s) Responsible <i>(Who will do it?)</i>	Deadline <i>(By when?)</i>	Resources <i>(What do you need to complete this step? -- people, money, tools, etc.)</i>	Potential Barriers <i>(What could hinder task completion and how will you overcome them?)</i>	Result <i>(What is the intended outcome of the task?)</i>
<u>Step/Task 1:</u>					
<u>Step/Task 2:</u>					

<u>Step/Task 3:</u>					
<u>Step/Task 4:</u>					
<u>Step/Task 5:</u>					



While planning can be done manually, there are better ways to keep, track, monitor, and report on action plans that streamline the process significantly. [BullseyeEngagement](#) users can create action plans digitally within our talent development portal, tying together all of their human capital management processes.

Our easy-to-use documentation system allows you to set deadlines and assign tasks that will keep your action plan on the right track. This keeps leadership, HR, and employees on the same page as your team works to resolve problems and meet goals.

[Click here](#) to get a free demo of Action Plans and our full suite of employee development solutions.