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**Creating the Action Plan for Your Project**

By producing a detailed Action Plan and identifying your project timelines

you will be able to complete your project successfully.

Your project’s Action Plan includes:

* Goal development
* Task/action identification
* Individual member responsibility
* Timelines
* A chart that is an organized representation of all actions and tasks in sufficient detail to identify the project’s tasks, planning, assignment of responsibilities, due dates, and products.

**Note: If project management is new to you, please refer to the document entitled *Practical Project Management* for assistance with the following steps.**

**Step 1 Identifying Specific Project Goals, Actions and Tasks**

Review the goals for your project from your application and identify the actions and tasks needed to achieve your set goals. Once identified, prioritize the actions and tasks and record them below. This list will be used to develop timelines and complete your Action Plan Chart for your project.

1)

2)

3)

4)

**Step 2 Brainstorming**

With your project's goals in mind, identify what specific issues, concerns, requirements and criteria are involved in order to complete the project. As a group, brainstorm what actions and tasks need to be considered for the successful completion of your project. Identify the steps needed to accomplish each task. At this time, each group member should identify which task(s) he/she will be responsible for completing.

**Step 3 Timelines Defined**

Consider the tasks and sub-tasks identified in Step 2 to prepare timelines for the completion of your project. Keep in mind that the completion of one task may be dependent on the completion of another. Each group must prepare and adhere to set timelines.

**Project Action Plan Chart**

**Project Title: Team Leader: Affiliate:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Goals** | **Actions/Tasks** | **Task Breakdown & Description** | **Member Responsibilities** | **Timeline** |
| **Earliest** **start date** | **Earliest****finish date** |
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