

Action Plan

Goal:

Completion date:

| Target | Milestones (steps to be taken) | By date | By whom | Evidence that milestone is completed | Done (✓) |
|--------|--------------------------------|---------|---------|--------------------------------------|----------|
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |