

Action plan template

Priority area	Action	Owner	Resources required	Measures of success	Review and due dates
<i>Prioritise 2-3 areas for action. Align with agency / division priorities where appropriate</i>	<i>Action that is specific and relevant</i>	<i>Who is accountable for the action?</i>	<i>What resources (eg system, people, finance) are required?</i>	<i>How will you know if you've achieved what you've set out to?</i>	<i>When should you review progress and complete the action by?</i>
EXAMPLE Change management	Send link to change management framework and tools to all managers within our division and encourage use of stakeholder management tools and communications	Division's manager	<ul style="list-style-type: none"> Change management framework and tools Stakeholder management tools 	Emails sent and discussions have occurred at management meetings	By October 30th
	Organise change management workshops for selected leaders to build capability → Contact People and Culture to confirm availability of workshops	Division's manager (supported by Business Partners)	<ul style="list-style-type: none"> People and Culture division Change management workshop materials 	<ul style="list-style-type: none"> People and Culture has been contacted Workshops have occurred Managers are using change tools and checklists to manage change in their team 	By November 30th
	Communicate our objective and actions to all staff by email (actions, resources and milestones)	Managers	<ul style="list-style-type: none"> Communication division Summary email and email updates 	Initial email sent and updates are sent when workshops have occurred	Following completion of action 1
	Quarterly report on progress	Managers	N/A	As part of usual quarterly reporting towards business plan, managers include update on where the change management tools are used	Quarterly from December