Quarterly Action Planning – Plan on a Page

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| Title | Link to 12 Month Priorities | Owner Initials | |
| **Background** | |
| Short summary explaining current state | |
| **Purpose** | |
| One sentence describing why the business is undertaking this project / action / process improvement | |
| **Objectives** | |
| Objective 1: Improve/Reduce/Eliminate/Deliver… | |
| **Expected Value of Benefits** | |
| * What are the measurable benefits of delivering this project? * How would we know this (what measure would tell us)? * What would success look or feel like for each of the parties with an interest? | |
| **Key Deliverables** | |
|  | |
| **Risks to Successful Delivery** | **Interdependencies** |
|  | * Who / what do you rely on? * Who / what relies on you? |
| **Timing and Resources** | |
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**Delivery Milestones**

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**Delivery Milestones**