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**