Objective Action Plan Template

Objective:

Lead Division and Bureau: ___ _____

Reported by: __ _____ **Date:** _____

Strategic Issue Area:				
Goal:				
Strategy:				
Major Milestone Activities/Action Steps *What needs to be done to reach objective?*	**Responsible Person**	**Completion Date** *When? Month/yr*	**Status** *Not started, on schedule, at risk, not on schedule, complete*	**Progress Comments** *Describe progress, barriers, successes*