**ACTION PLAN TEMPLATE**

Facility:

Author:

Date:

Team Members who have reviewed action plan:

Problem Statement:

Goal for Improvement:

Data/Resources Required:

Root Causes/Barriers:

Actions Already in Place:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Action Plan Implementation Steps | Responsible Team Member | Start Date | Target Date | Date Completed | Comments (status, outcomes, evaluation…) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |