



## ACTION PLAN

**Objectives to be achieved throughout the year.** What is expected to accomplish in the year? For what will we work?

**Actions to develop to reach the targets.** What must be done to achieve the objectives?

**Resources.** What with? Whom With? What cost?

**Methodology.** Functioning: How is it necessary to do?

**Control, monitoring and evaluation.** In which way will be controlled the implementation of the action plan?, What modifications are necessary to realize to achieve the targets?

### OUTLINE OF THE ACTION PLAN

*Table 1: Writing down objectives*

Main Objective	Responsibility	Period of Achievement	Priority

*Table II: Translating objectives*

Actions	January	February	March	April	May	June	July	August	September	October	November	December
<b>Objective1</b>												
<b>Action A</b>												
Task A.1												
<b>Action B</b>												
Task B.1												

*Table III: Actions planning*

Objectives	Actions	Responsibility: Who?	Cost, How much?	Expected result



*Table VI: Control of tasks by objectives*

Task objectives/ Activity	Area of Responsibility	Deadline date	Changes	Result

*Table VII: Model of weekly meeting for follow-up of tasks and activities*

Area	Project Service	Customer	Task/ Activity	Responsibility	Period	Results