

Project Action Plan (use to organise 1 large project, 1 component of that large project OR 1 small/self-contained project)

NAME OF PROJECT:
DESIRED OUTCOME (get specific!):
PURPOSE:
TIMEFRAME:
RESPONSIBILITY:

CRITICAL SUCCESS FACTORS (What personal qualities are needed? What new habits do you need to form? What do you need to delegate in order to accomplish this?, etc)	RESOURCES NEEDED (what physical resources do you need in order to be successful? - ie: money, 1 hour / week, good video camera, etc.)

STEPS (make these as small/easy/detailed as possible)	BY WHEN	WHO