

Team Action Plan Template

Project & Team Information

Project Name:

Enter project name

Team Leader:

Enter team leader's name

Team Members:

Enter team members (separate by comma)

Date:

Objective:

Describe the main objective

Action Items

Action Step	Owner	Deadline	Status	Notes
<div>Action step</div>	<div>Owner</div>	<div></div>	<div>Status</div>	<div>Notes</div>
<div>Action step</div>	<div>Owner</div>	<div></div>	<div>Status</div>	<div>Notes</div>
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Additional Comments

Add any additional comments or considerations