

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
Action step	Owner		Status	Notes
Action step	Owner		Status	Notes
Action step	Owner		Status	Notes

Additional Comments

Add any additional comments or considerations