

< Insert Name > Action/Implementation Plan 2018/19

1. <Insert Name> Overview

	Goal/Purpose		
	Objective(s)		
	Success Criteria		
	Capacity Building	Key Impact Indicator/s	Data Collection Methods
KPI	KPI 1		
	KPI 2		
	KPI 3		

2. Project Team Structure, Responsibility Assignment Matrix (RASCI) and Team Communications

Project Stakeholders *Insert rows as needed*

Position	Who	Organisation	Role in Org	Contact No	Email
Project lead					
Project team					
Stakeholder 1					
Stakeholder 2					

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Responsibility Accountability Chart (RASCI)

(...Defining what needs to be done and by whom, Insert rows as needed)

RASCI by Action/Task	Project Lead	<insert project member name>	<insert project member name>	<insert project member name>	<insert project member name>
Project POS					
Activity X					
Activity X					
Activity X					
Activity X					
<p>RASCI Legend: R = Responsible - owns the problem/job/task (recommend only one R per activity or process). A = Accountable - to whom R is accountable, who must sign off (approve) on work before it is effective. S = Supportive - can provide resources or can play a supporting role in implementation. C = Consulted- has information and/or capability necessary to complete the work. I = Informed - must be notified of results, but need not be consulted.</p>					

Project (Internal) Communication Plan *Insert rows as needed*

Team	Members	When	Where	Time

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3. Work Plan (work break down structure or WBS) *Insert rows as needed*

	Strategy	Action/Task	Indicators	Tools/Methods
1.1				
1.2				
1.3				
1.4				
1.5				
1.6				

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4. Gantt Chart *(excel version available, Insert rows as needed)*

Phase/Stage	No	Strategy	Action/Task	DUE	DONE	WH	2016																	
							Jan- March			April-June			July - Sept			Oct - Dec								
							J	F	M	A	M	J	J	A	S	O	N	D						
Initiate (example only)																								
Plan																								
Build																								
Implement																								
Monitor/Review																								
Close																								

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5. Risk Register (summary) (Insert rows as needed)

ID	Description	Owner	Consequence	Rating	Mitigation / Treatment
1					

6. Budget

Plan Approved By

Date:

Plan Approved By

Date:

Version Controls (Insert rows as needed)		
Version	DATE (MM/DD/YYYY)	Comments
1.0		