Action Plan for Process Improvement

## Project

<project name>

## Goals

<state specific, measurable goals>

## Measures of Success

<describe the criteria you will use to measure success>

## Scope

<describe the scope or boundaries of the process changes>

## Staffing

<identify who will implement this plan and their roles>

## Risks

<identify anything that may hinder your ability to complete this process improvement>

## Estimated Completion Date

<when do you expect this plan to be completed>

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Owner** | **Due Date** | **Resources Needed** |
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