# Action Plan Development

Is this initiative tied to a specific workflow bottleneck or improvement opportunity? Briefly describe what programmatic, operational, or other departmental efficiency this initiative will impact.

Is there a clear owner assigned (one person accountable)? Please identify a business owner and business lead.

Have you set a timeline with realistic milestones?

Yes          No

Notes

# Action Plan Development

Have you defined at least 3-5 SMART (Specific, Measurable, Achievable, Relevant, and Timebound) metrics to measure success?

Yes                    No

Notes

Have you clarified the resources or supports needed to carry this out? Please note any risks should any resources not be allocated to support the work effort.

Have you considered potential barriers or risks? Please note how you intent to mitigate any risks to:

- Staying on time: Delays in meeting key milestones
- Any financial risks e.g. funding implications, staying on budget
- Lack of key stakeholder engagement

# Action Plan Development

Has the initiative been reviewed by leadership prioritized against others (using Impact vs. Effort or another method)? Is there any feedback from leadership or peers that requires any changes to the scope, timeline, or budget?

Yes          No

Notes

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Is the status accurate and updated (Not Started / In Progress / Complete)?

Yes          No

Notes

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Have you assigned a Red/Yellow/Green Status to each deliverable to highlight what deliverables are on track (Green), at risk for being off track (Yellow), off track (Red) with an effective mitigation strategy that has been communicated and escalated to identified key stakeholder?

Yes          No

Notes

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