

# Whm Mes Tu PROJECT ACTION PLAN TEMPLATE 2020

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| PROJECT NAME |  | TEAM LEADER |  |
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| ACTION        | ASSIGNED TO | PRIORITY | STATUS      | START DATE | END DATE | DURATION<br>in days | NOTES |
|---------------|-------------|----------|-------------|------------|----------|---------------------|-------|
| PHASE 1       |             | LOW      | COMPLETE    |            |          |                     |       |
| Action Step 1 |             | MEDIUM   | IN PROGRESS |            |          |                     |       |
| Action Step 2 |             | HIGH     | NOT STARTED |            |          |                     |       |
| Action Step 3 |             |          | ON HOLD     |            |          |                     |       |
| PHASE 2       |             |          |             |            |          |                     |       |
| Action Step 1 |             |          |             |            |          |                     |       |
| Action Step 2 |             |          |             |            |          |                     |       |
| Action Step 3 |             |          |             |            |          |                     |       |
| PHASE 3       |             |          |             |            |          |                     |       |
| Action Step 1 |             |          |             |            |          |                     |       |
| Action Step 2 |             |          |             |            |          |                     |       |
| Action Step 3 |             |          |             |            |          |                     |       |



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