# Simple Business Action Plan Example

**Goal/Project:** **Date Started:** **Target Completion Date:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Action Steps** | **Assigned To** | **Resources Needed** | **Due Date** | **Completed?** | **Notes** |
| Step 1: |  |  |  |  |  |
| Step 2: |  |  |  |  |  |
| Step 3: |  |  |  |  |  |
| Step 4: |  |  |  |  |  |
| Step 5: |  |  |  |  |  |
| Step 6: |  |  |  |  |  |
| Step 7: |  |  |  |  |  |
| Step 8: |  |  |  |  |  |
| Step 9: |  |  |  |  |  |
| Step 10: |  |  |  |  |  |