

**Resource B;
Part 4 – Act
Action Plan Outline**

Action Ref	Source	Action Required	Due Date	Owner	Status
Reference of action for use in meetings	Where the action came from e.g. Exercise, Review etc	The actual action(s) required	Date due by	Who is the owner of the action, ideally a named individual or post	The current status – usually Red/Amber/Green – although open, closed could be used

Status descriptor placed here.