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Action plan template

# See page below

# [INSERT STAFF NETWORK NAME] staff network action plan - [INSERT DATE RANGE]

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| Goal / activity  | Lead | Timeline | Tasks | Resources | Barriers | Success measures  |
| * Describe the activity / goal and what you are trying to achieve
* Link to organisational strategy, People Plan, and any evidence bases
 | * Person / role to lead the activity
 | * Start and due dates (day / month)
 | * List of required tasks to achieve the goal / activity
 | * Help needed from network or wider (stakeholders)
* Opportunities to work with / link to others / other work
* Budget requirements
 | * Potential challenges and issues to address
 | * Benchmarks for success
* Measures / metrics to evaluate success
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