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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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