Action plan template ****

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| **Selected national standards:** |  |
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|  | **Selected standard statement** *Input the specific standard statement that the action relates to.* | **Action***Outline the identified action to align the service to the standard statement.* | **Person(s) responsible and their role***Identify the named person(s) responsible for delivering the action and their professional role(s).* | **Date to be completed***Input the deadline for action.* | **How will progress be monitored?***Outline how progress towards implementing the action will be measured.*  | **Evidence of progress***Review the action plan regularly, noting progress towards delivering the actions in practice.* | **Status** *Note the overall status of the action (not started / in progress / complete).* |
| **1.** |  |  |  |  |  |  |  |
| **2.** |  |  |  |  |  |  |  |
| **3.** |  |  |  |  |  |  |  |