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.** |  |  | |  |  |  |  |  |