DESIRE LINE

ACTION PLAN

[Project] action plan

CLIENT [Client]
ISSUED [Date] · Version: [Version]
REVIEW Project lead: [Name] · Next review: [Date/TBD]

Objective: [State the outcome, scope and completion criterion.]

Milestones

- [Milestone, target date and evidence of completion.]

Actions and dependencies

ID and action	Owner	Due	Dependency	Status
[ID and task]	[Owner]	[Date]	[ID/input]	[Status]
[ID and task]	[Owner]	[Date]	[ID/input]	[Status]

Risks and decisions needed

[Risk, potential effect, response and decision required.]

Review and maintenance

[Who updates this plan and when. Keep action IDs stable across revisions.]