**WORK PLAN**

Organization or Unit Name

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GOAL:** | | | | | | |
| **Objective:** | | | | **Performance Measures** | | |
|  | | | | | | |
| **ID #** | **Action Step** | **Task Owner** | **Start Date /Due Date** | **Target Measure(s)** | **Priority**  **Level** | **Status** |
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**KEY:** *(Using color coding and symbols help project managers quickly ascertain execution issues.)*

**Priority: Normal,** **High, Urgent** (Color code the word or the box.)

**Status:** % completed & a quick glance symbol below the percentage number. A sample of widely used keys are listed in the table below.

|  |  |
| --- | --- |
| KEY | MEANING |
| **⇒** | On track |
| **⇐** | Behind schedule |
| **!** | Urgent issue |
| **** | Completed |
| **** | No longer being pursued |

**Always put the date or version number in the footer as work plans are frequently updated.**