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

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.