## Step 3-F: Action planning template

For each of the workforce strategies identified in Step 3-C, the accountable person should develop a detailed action plan. Targets should be achievable and measurable, with appropriate performance measures. The implementation of action plans should be closely monitored over the specified period to manage issues and ensure support is available for completion.

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| **Workforce Action Plan** | | | | | | |
| **Strategy:** | | | | | | |
| **Outcome/s:** | | | | | | |
| **Actions and Milestones** | **Who responsible** | **Time frame** | **Target** | **Measure** | **Tracking** |
| **Action:**  **Key milestones:** |  |  |  |  |  |
| **Action:**  **Key milestones:** |  |  |  |  |  |
| **Action:**  **Key milestones:** |  |  |  |  |  |