

Department Action Plan Template

Department Action Plan

- **Department:**
- **Quarter:**
- **Owner:**

1) Context

- Current alignment score:
- Lowest lever:
- Key risks/opportunities:

2) Goals (Quarter)

- G1:
- G2:

3) Initiatives

Initiative	Lever	Owner	Start	End	KPI

4) Communications

- Updates cadence:
- Stakeholders:

5) Review

- Check-ins:
- Retrospective notes: