

Business Case | Action Plan Panic



I do remember the first time I had to prepare an action plan. I was wondering, is that all? Just that???

The answer is YES! It is easy and simple. You just want to have confidence in yourself and follow the implementation to reach the main outcome. Please follow your logical sense.

- ❑ A well-defined description of the goal to be achieved
- ❑ Tasks/ steps that need to be carried out to reach the goal
- ❑ People who will be in charge of carrying out each task
- ❑ When will these tasks be completed (deadlines and milestones)
- ❑ Resources needed to complete the tasks
- ❑ Measures to evaluate progress and your progress

Yet, keep on the persistence of following up.