

Workplan Development Tool

Workplan Team

Owner: _____
Co-Owner: _____

Team Members:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Resources & Constraints
(Time, Budget, Staff)

Approval Chain for Deliverable:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Conceptual Objective

SMART Formatted Objective

Action Steps

Due Date

Lead

Accountability

Action Steps	Due Date	Lead	Accountability
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