



1.

WHAT IS THE OBJECTIVE OF THE KEY INITIATIVE?

KEY INITIATIVE NAME:

OBJECTIVE – DESCRIBE THE OUTCOME OF THE KEY INITIATIVE IN A FEW SENTENCES:

KEY RESULTS – WHAT ARE THE MEASUREABLE DELIVERABLES FOR THE KEY INITIATIVE?

- 1.
- 2.
- 3.
- 4.
- 5.



2.

WHO ARE THE TEAM MEMBERS RESPONSIBLE FOR THE KEY INITIATIVE?

OWNER:

WHO ARE THE TEAM MEMBERS?

WHEN, WHERE & HOW OFTEN WILL THE TEAM MEET?

3.

WHAT INTERNAL OR EXTERNAL RESOURCES/BUDGET ARE REQUIRED? AND WHO IS RESPONSIBLE FOR ACQUIRING THEM?

DESCRIPTION OF RESOURCE OR BUDGET NEEDED:

OWNER:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



4.

BUILD THE QUARTERLY PLAN TO ACCOMPLISH THE KEY INITIATIVE

QUARTER 1 PRIORITIES:	NOTES:
1.	
2.	
3.	
QUARTER 2 PRIORITIES:	NOTES:
1.	
2.	
3.	
QUARTER 3 PRIORITIES:	NOTES:
1.	
2.	
3.	
QUARTER 4 PRIORITIES:	NOTES:
1.	
2.	
3.	





5.

WHAT ARE THE POTENTIAL OBSTACLES AND RISKS THAT WOULD PREVENT YOU FROM COMPLETING THE KEY INITIATIVE?

OBSTACLE OR RISK:	WHAT IS THE CONTINGENCY PLAN TO OVERCOME THE OBSTACLE OR RISK?
1.	
2.	
3.	
4.	
5.	
6.	

