

Action plan template

Standard area	Desired state	Current state	Practical solutions	Who will take the work forward?	When?	How will staff receive feedback?	Action completed?

Action plan template – an example using one element of Demands

Demands	Desired state	Current state	Practical solutions	Who will take the work forward?	When?	How will staff receive feedback?	Action completed?
The organisation provides employees with adequate and achievable demands in relation to the agreed hours of work	<i>Average to good performance</i>	<i>Bad/very bad performance</i> Workloads are not planned and peaks often occur during summer when people are on annual leave	1. Plan the work better and if peaks do clash with fixed annual leave commitments consider talking to other departments to see if temporary resources can be provided	1. Line managers to lead and suggest the idea to senior managers	Issue to be raised at next senior managers meeting	1. Via monthly meetings, staff bulletins	Yes. [Date]
			2. Employees to talk to line managers about upcoming leave and potential difficulties with workload during monthly meetings	2. All, with line manager to lead	Immediately	2. During monthly meetings	Yes – activity on-going