**[A picture containing text

Description automatically generated](https://www.smartsheet.com/try-it?trp=11590&utm_source=integrated-content&utm_campaign=/content/hr-project-plan-template&utm_medium=HR+Project+Action+Plan+doc+11590&lpa=HR+Project+Action+Plan+doc+11590&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)HR PROJECT ACTION PLAN TEMPLATE**

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| GOAL 1 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
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| GOAL 2 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
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| GOAL 3 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
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| GOAL 4 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
| Write your goal statement here. |  |  |  |  |  |  |  |
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| GOAL 5 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
| Write your goal statement here. |  |  |  |  |  |  |  |
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| GOAL 6 | ACTION STEP DESCRIPTIONS | PARTY / DEPT RESPONSIBLE | DATE TO BEGIN | DATE DUE | RESOURCES REQUIRED (staff, tech, etc.) | DESIRED OUTCOME | NOTES |
| Write your goal statement here. |  |  |  |  |  |  |  |
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