**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 |
| Write your goal statement here. |   |   | MM/DD/YY | MM/DD/YY |   |   |   |
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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 |
| Write your goal statement here. |   |   |   |   |   |   |   |
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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 |
| Write your goal statement here. |   |   |   |   |   |   |   |
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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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