**Action Plan**

*Example*

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| **No** | **Action** | **Owner** | **Deadline** | **BRAG** (Blue – complete, Red – Overdue, Amber – Issues with progress, Green – on track) | **Notes** |
| 1 | *Investigate and document:* |  |  |  | *Re-measure following improvements made* |
| *-How long it takes to approve requests* |  |  |  |  |
| *-What the current printing costs are*  |  |  |  |  |
| 2 | *Add applicant lane to process map* |  |  |  |  |
| 3 | *Hold meeting with Finance and HR leads, discuss options for new templates* |  |  |  |   |
| *4* | *Explore possibilities of automated reminders in Planon*  |  |  |  |  |