

Action Plan



Objective	Action Suggested	Person Responsible (Name and Title)	Completion date	Review date
	<p><i>&lt;&lt;Insert the action you feel should be taken to resolve the identified objective.</i></p> <p><i>The suggested action should align with the solutions provided in Activity 2&gt;&gt;</i></p> <p><i>Students' words will vary but they will need to identify all three [3] points to increase punctuality and improve the quality of work.</i></p>	<p><i>&lt;&lt;Insert the name and the title of the person responsible to complete the suggested action&gt;&gt;</i></p>	<p><i>&lt;&lt;Insert the date that the action should be completed&gt;&gt;</i></p>	<p><i>&lt;&lt;Insert the date the item and the action should be reviewed&gt;&gt;</i></p> <p><i>The review date needs to be 6 months after the completion date according to the organisation's policies and procedures.</i></p>
<p>Increase punctuality</p> <p>[Approx. word count: 30 – 50 words]</p>	<ul style="list-style-type: none"> <li><i>• Tasks will be separated and assigned to each team member according to their strengths.</i></li> <li><i>• Reduce training hours offered by Mary Jones to increase her punctuality.</i></li> </ul>	<p><i>Mary Jones</i> <i>Graphic Design Manager</i></p> <p><i>Michel Kerr,</i> <i>Graphic Designer</i></p> <p><i>Miranda Deidre,</i> <i>Graphic Designer</i></p>	<p><i>29.09.22</i></p>	<p><i>29.03.23</i></p>

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	<ul style="list-style-type: none"> <li>• <i>Additional training offered by Michael will assist with Miranda's overall performance and punctuality.</i></li> </ul>			
<p>Improve/ ensure the quality of work</p> <p>[Approx. word count: 50 – 70 words]</p>	<ul style="list-style-type: none"> <li>• <i>Reduce training hours offered by Mary to Miranda to ensure she has sufficient time to provide an in-depth quality review before the projects are delivered to the client to ensure quality.</i></li> <li>• <i>The tasks that Miranda will complete without supervision to be reviewed by Michael will ensure quality.</i></li> <li>• <i>Additional training offered by Michael to improve the quality of Miranda's work.</i></li> </ul>	<p><i>Mary Jones Graphic Design Manager</i></p> <p><i>Michel Kerr, Graphic Designer</i></p> <p><i>Miranda Deidre, Graphic Designer</i></p>	<p><i>29.09.22</i></p>	<p><i>29.03.23</i></p>