**Action plan**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Main things to do** | **Steps to take (milestones)** | **What indicates successful completion?** | **Start date** | **Target completion date** | **Done** |
| **1** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **2** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **3** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **4** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **5** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **6** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |
| **7** | **a** |  |  |  |  |
| **b** |  |  |  |  |
| **c** |  |  |  |  |