

How do I create an Action Plan?

towards maturity my benchmark

Home About My benchmark Resources Contact us

TOWARDS MATURITY Benchmark Centre BETA

Signed in as Lesley Test Test | Premium User

Change your profile and password Logout

My review My personalised report **My action plan** My group

My action plan

Improved performance requires action. My action plan is the 3rd step of your benchmark. Premium users can set activity goals and deadlines and bookmark relevant resources here. [Further info](#)

Email reminders are Off ([Turn on](#))

Activity area	Action	Priority	Target Date	Complete	Function
Strategic Alignment	Meeting with Operations Director to discuss L & D requirements for new product launch	High	September 1, 2011 Export to Outlook		Edit
Managerial Support	Meet with internal communications team to discuss promoting L & D activities on the Intranet	Medium	October 20, 2011 Export to Outlook		Edit
General		Low	Choose date	Save	Cancel

[+ Add entry to my action plan](#)

[Download whole action plan as CSV \(Spreadsheet\)](#)

My saved resources

There are two ways to create an Action Plan. You can either build one up as you are going through the detailed report. See 'Can I create an Action Plan while I am going through the detailed report?'

Alternatively, click on the My action plan tab. Here you can either edit existing actions or add and save new entries.

You can also export target dates to Outlook as well as downloading the Action plan as a CSV file that you can save in either MExcel or MSProject.