

Identify areas for improvement in your organisation. Then use this template to plan what needs to be changed and how you will do it, list required resources, create a timeline and allocate responsibilities.

Issue	Why	How	How much	When	Who
What needs to be addressed, or changed?	Why does the issue need to be addressed?	What can be done to address this? <i>Outline the steps required</i>	What resources are needed/costs involved?	When will this be achieved?	Who is responsible for this?