

Fusion Consulting Action Plan

How to Complete:

1. Take the 'Priority' and the initial step is to identify the 'Goal' or clarify when you have accomplished the Priority.

2. Scope:

Write down all the related items that will be part of the Priority 'project'. This is in a way an initial step in identifying all the 'activities' that need to be completed to accomplish this Priority.

3. Action Steps:

1. First brainstorm all the possible activities or actions required. Another way of looking at this is if you were going on a trip, you would want to itemize all the things that would to be completed prior to heading out on the trip.

2. Second, review the activities and decide which ones are 'required', then put them in order of completion on the form.

3. Third, decide who owns each activity and with this, the time when the activity is to be completed.

4. Fourth Step, after the Action Items are all itemized, consider the 'Resources Needed' to complete this task - i.e. technology / \$ / human.

