					A . t' Di			
	Action Plan							
	Goal							
	Plan A							
	Define the Plan A and How it will help to achieve the goal							
	Task List / Action	Start Time	End Time	Owner	Lag Indicator	Lead Indicator	Challenges may faced	Solution
	Mention the activity/ task	When to start	When to complete	Who will be				How these challenges can be
	Wellion the activity/ task	WHEII to Start	when to complete	responsible to	show that it is not done	show that it is progressing well?		overcome ? What solution we
				do it?	properly.		taking these actions?	can give to avoid/ minimize
Example	Payment recovery from clients	.et .		Accountant	Bank balance below minimum /	Positive cash flow, Timely bill		them? Get part-payments, Ask weekly
Example	Payment recovery from clients	1st January 2016	5 <sup>th</sup> January 2016	Accountant	Negative Cash Flow	payments, Timely Salary payment	facing cash issues	payments, Get services in
						r-,,, r,		exchange etc.