

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		
Example	Payment recovery from clients	1 st January 2016	5 th January 2016	Accountant	Bank balance below minimum / Negative Cash Flow	Positive cash flow, Timely bill payments, Timely Salary payment	Client not responding, client facing cash issues	Get part-payments, Ask weekly payments, Get services in exchange etc.	