

PROJECT ACTION PLAN

Pearson Property Project Management

Company Name: [Smith & Ty Architects]

Department: [Operations]

Date: [February 2, 2019]

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INTRODUCTION

This action plan contains specific activities to streamline the fulfillment of the [Pearson Property Project]. The project, which was scheduled to start last [December 7, 2018], is two months behind schedule. The main factors of the delay are the client's late approval of the design and delivery of construction materials. To reach the set completion date (November 2019) of the project, construction should start by [March 1].

GOALS

1. Final design is approved on or before February 5.
2. Construction materials should arrive before the end of the month of February.

ACTION PLAN

Impact and cost are defined as either Low, Medium, or High.

Rank	Action	Impact	Cost	Resources	Deadline	Status
1	Schedule a meeting with clients for approval of the final design	High	Low	Project Manager, Lead Designer	Feb 7, 2019	Meeting scheduled
2	Communicate with suppliers about the delivery of construction materials	High	Low	Construction Expeditor, Staff	ASAP	Ongoing

