

Annex 4.

Action plan template

The template includes general headings used in action planning but can be used or adapted to support local practical implementation of quality improvement. The template can be adapted for multiple levels of the health system.

Identified priorities	Who is responsible? (lead & team members)	What action is required?	When will it be done? (timeline)	What budget or other resources are required?	What is the measure of success? (include review and completion dates)
<i>Insert rows as required</i>					