

1. Change Preparation tool: Assessment & Action Plan

Completed By:	
Department / Faculty :	
Date:	

Brief Description of Change:

Action Plan

Use this section to summarise any actions as identified within the whole assessment.

	Issue to be addressed	Action	By Whom	By When	Action Complete	Outcome Review Date
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Review Date								
Reviewed By								