

Action Plan Format: Growth Forecast Review

1. Document Details

Prepared By
Date
Department/Team
Review Period

2. Current Growth Forecast Summary

3. Key Issues Identified

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4. Action Plan Table

Action Item	Objective	Owner	Deadline	Resources Needed	Status

5. Success Criteria / KPIs

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6. Review & Next Steps

Important Notes:

- This document supports structured decision-making and accountability in growth planning.
- Update action plans regularly with progress and changes in forecast assumptions.
- Ensure all owners are aware of their responsibilities and deadlines.
- Keep the action plan accessible to relevant stakeholders for transparent follow-up.