

Area for Improvement

Strategies / Actions

Who is involved? Resources?

Timeframe / Review

Area for Improvement

On the audit sheet you may have answered "not at all" or "room to improve" to some of the questions. Detail those here so that you can plan to address them.

Strategies / Actions

What strategies and actions will you implement to address the identified area for improvement?

Who is involved? Resources?

Identify key staff involved and their roles and responsibilities. What resources do you need to carry out your actions?

Timeframe / Review

Set a timeline for completing the task. Also set a review date as it is important to assess whether the activity is going as planned.