**AIR TRAFFIC SAFETY OVERSIGHT ACTION PLAN**[[1]](#footnote-1)

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| PROBLEM: State the problem in specific and concrete terms. |
| CRITICAL ELEMENT: |
| DESIRED OUTCOME: Describe what will be accomplished. Update the Desired Outcome with additional detail once agreement on a solution to the Problem is reached by all stakeholders. |
| Strategy: Describe the overall approach that you will use to solve the Problem and achieve the Desired Outcome. For example, one strategy to increase the number of technically qualified staff would be to “become a competitive employer”. |
| Sponsor: Identify the overall responsible party for the changes. Depending upon the magnitude of the problem, the sponsor may also be responsible for specific action items as well. |

| Task | Responsible Party | Stakeholders | Resources | Constraints | Due Date | Percent Complete | Comments |
| --- | --- | --- | --- | --- | --- | --- | --- |
| List the steps required to accomplish the change. Break the action items into logical and small steps rather than lumping tasks together. This will make accountability and tracking progress easier. | Ideally, this is one individual with overall responsibility for completion of the task. This person will report the status to the overall sponsor. | Other departments and people are often impacted by a task. Gather input from stakeholders and include these individuals in the action plan. | Identify specific resources needed to complete the task. Do additional funds need to be budgeted? Is training required? Are outside services required? | Careful analysis of constraints that inhibit completion will contribute to the development of a realistic deadline and a more accurate estimate of progress. | Establish a realistic deadline. Talk with staff to understand what job responsibilities might need to be shifted to complete the task. | The responsible party updates this item at pre-determined times to allow a quick assessment by the sponsor and other interested parties that progress is occurring in accordance with expectations. | This free form section will allow the responsible party to formalize information related to progress.  |
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1. This Action Plan template and guidance was developed based on the article, “Coming Up with a Solid Corrective Action Plan,” <http://www.brighthubpm.com/project-planning/105703-coming-up-with-a-solid-corrective-action-plan-template-included/>. [↑](#footnote-ref-1)