

Action Number Form

Selected for Action: <input type="checkbox"/> Yes	Action Number	
Opportunities Log date selected:	Priority 1 High / 10 Low	
Comment:	Mgt Review Date	

Save in Directory: Opportunities - file here/ file: action number.doc (ex. 12.doc)

<p>Describe Potential Action: Read the entries that are made on this page. A quick review is done to determine the resources needed and priority.</p>
<p>Item relates to our goal for: <input type="checkbox"/> \$ = more profit/reduce cost, <input type="checkbox"/> CS = customer satisfaction, <input type="checkbox"/> Q = meet quality requirements, <input type="checkbox"/> OT= On time delivery</p>
<p>Basis for why this action is needed: (Estimate the size of losses or potential losses if this is not done.)</p>
<p>Assigned owner: Can some of work be delegated? <input type="checkbox"/> Yes <input type="checkbox"/> All <input type="checkbox"/> No <input type="checkbox"/> This involves more than one department/function. Comment:</p>
<p>Estimate time to do this: <input type="checkbox"/> less than 10 hours <input type="checkbox"/> less than 40 hours <input type="checkbox"/> other (est.): <i>(this is a preliminary estimate)</i></p>

The following questions assist in determining the scope of the action, and time and resources required.

Decision for action made by:

What is the objective of this action?

To do what by when.

The plan for this action should include interim targets to meet the stated goal.

Interim evaluations to be held:	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	Other:
Identify dates:			

What measures that the objective is achieved?

Is more than one department/ function involved?

Who will be affected by this change?

Will this require document changes or new documents?

Will training be required?

The Action owner determines how the action is implemented. Where possible, identify person who will actually perform work.

Person responsible	Action step	Time required (estimate)
1. It is easy to assign	too much to 1 person. This is why	
2. you identify who will	do the actual work.	
3.		
4.		
5.		

Reminder: No work should begin without adequate resources being available.

Additional resources needed:

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