**Work PositiveCI Project Plan**

*Insert organisation logo here*

**Organisation name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Action** | **Due Date** | **Status** | **Action Owner** | **Date Completed** |
| *1.* | *Establish a steering group* | *01/06/2020* | ***Closed*** | *J. Bloggs* | *30/05/2019* |
| *2.* | *Develop a project plan* | *01/07/2020* | ***Ongoing*** | *J. Bloggs* |  |
| *3.* |  |  | ***Open*** |  |  |
| *4.* |  |  | ***Open*** |  |  |
| *5.* |  |  | ***Open*** |  |  |
| *6.* |  |  | ***Open*** |  |  |