

# Sample Action Plan

**Strategy** : **S1. WE WILL DEVELOP A BEST-IN-CLASS PRODUCT DEVELOPMENT PROCESS BY UTILIZING AN OUTSIDE CONSULTANT.**

<b>Objective(s): Supported</b>	C1. Achieve product development cycle time (approved concept to FCS) of 12 months for revolutionary/platform/breakthrough products; 15 months for products we start one year from now.  C2. Achieve product development cycle time variation of 10% for breakthrough products.				
<b>Owner:</b>	Engineering				
<b>Deliverables</b> :	<input type="checkbox"/> Description of the recommended product development process <input type="checkbox"/> Results from testing the recommendations in two pilot programs <input type="checkbox"/> Plan for implementing the recommendations company-wide				
<b>Due Date:</b> 12/31/XX	<b>Person Years:</b>	X	<b>Total Costs:</b>	\$XXX,XXX	

	Action Step	Responsibility	Due	Cost	Person-Yrs
1.	Identify potential consultants	Marketing	Q1	xxx	yyy
2.	Select consultant	Marketing/ President	Q1	xxx	yyy
3.	Finalize consultant contract	Marketing/ President	Q2	xxx	yyy
4.	Allocate people internally	Marketing/ Engineering	Q2	xxx	yyy
5.	Develop project plan	Consultant	Q2	xxx	yyy
6.	Benchmark against other organizations	Team	Q2	xxx	yyy
7.	Implement and evaluate first pilot program	Team	Q3	xxx	yyy
8.	Implement and evaluate second pilot program	Team	Q4	xxx	yyy
9.	Perform post-mortem and go live with recommendations	Team	Q4	xxx	yyy