

Example Strategic Objective Action Plan:

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| **Strategic Objective**  **Action Plan** | | | | |
| Strategic Objective | Action Steps | Responsible Person(s) | Due Date | Status |
| Reduce operating budget by 5%, from $1M to $950,000. | Review prior 12 months spending. | Steve Jones | June 15, 20XX | Completed |
| Identify areas of cost cutting opportunities | Steve Jones/Executive Committee | Dec 31, 20XX | Completed |
| Meet with managers to discuss opportunities. | Steve Jones | Sept 30, 20XX | Completed |
| Incorporate cost cutting into annual budget. | All Department Managers/Steve Jones | June 30, 20XX | In Process |
| Monitor budget. | Steve Jones | Dec 31, 20XX | In Process |
| Reassess operating budget. | Steve Jones/Executive Committee | Sept 20XX | In Process |

***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***