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| **Initiative title** |  |
| **Aim statement** |  |
| **Team** |  |
| **Date updated** |  |
| Updating this action plan during each of your QI team meetings will help you to keep your initiative on track.  When updated e-mail to your QI team members; facilitator; line manager and other relevant key stakeholders. | |

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| **WHO**  Team member responsible for action | **WHAT**  What is the action? | **WHERE** | **WHEN**  Complete by... | **STATUS**  Red – not started  Amber – in progress  Green - complete |
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