**Action Plan**

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| **Initial Project Set Up Tasks** | **Deadline** | **Responsibility** |
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| **Ongoing Tasks – Per Project** | **Deadline** | **Responsibility** |
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| **Ongoing Business Tasks (overall business)** | **Deadline** | **Responsibiity** |
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**Potential Obstacles**

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| **Obstacle** | **Resource/Solution** | **Where to Find It** |
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**Other Notes:**