# **ACTION PLAN: Adaptations Coming from our Portfolio Review**

**Activity, Program, DO, or Operational Process:**

**Action/Decision:**

**Outcome (So what?):**

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| --- | --- | --- | --- | --- | --- |
| **Steps** | **Rationale** | **Person Responsible** | **Expected Outputs** | **Next Steps** | **Deadline/Timing** |
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| Step | Deadline | Responsible | Accountable | Consulted | Informed |
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1. **What do I know?**
2. **Who else needs to know?**
3. **Have I told them yet?**