### Action Plan

**Facility:**
**Date:**

**Preparation of Action Plan**
1) Analyze the problem using 'but why' method, till all agree upon appropriate solutions.
2) Then identify actions to be taken,. The responsible person for the activity, and when they want to have it done.
3) Ensure that RHU/DHC has resources to implement the activities.
4) Prepare action plan. (To be attached )
5) For other important issues, write down what RHU/DHC, as well as DH can do and follow them up.

Use one raw for one issue. For each action, make sure you identify the responsible person, by when, and availability of resources

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Problem to be solved</th>
<th>Action to take</th>
<th>Responsible person</th>
<th>Time frame (by when)</th>
<th>Resources required</th>
<th>Tick if done</th>
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Add more sheets if you need.

MHO/DHO

Rep. Local Government