Recovery Plan Template:

All fields must be completed:

Performance Standard/Indicator/Risk/Action/Activity:	
Date of Recovery Plan:	
Why is this Standard/Indicator/Risk/Action/Activity underperforming?	
What actions are required to put this Standard/Indicator/Risk/Action/Activity back on track?	

Key Actions to be taken:	Milestones (Dates):	Officer Responsible:
Approved by Director/Executive Head:	Yes/No	
Approved by SLT (if required)	Yes/No	