

Action Item Register

Action Item Register							Legend				
							Passed Target Date				
							On Schedule to Meet Target				
							Complete to Target date				
							In Danger of Missing Target Date				
							On Hold-New Target Date Assigned				
							Completed by: John Bailey				
		Action Item					Responsibility	Schedule Task Timing			Notes
No.	Date	Item to be addressed	Department	Dimensional, Product, Process	Outcome desired	Actions, Initiatives or Counter Measures		Date Opened	Target Date	Date Closed	
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