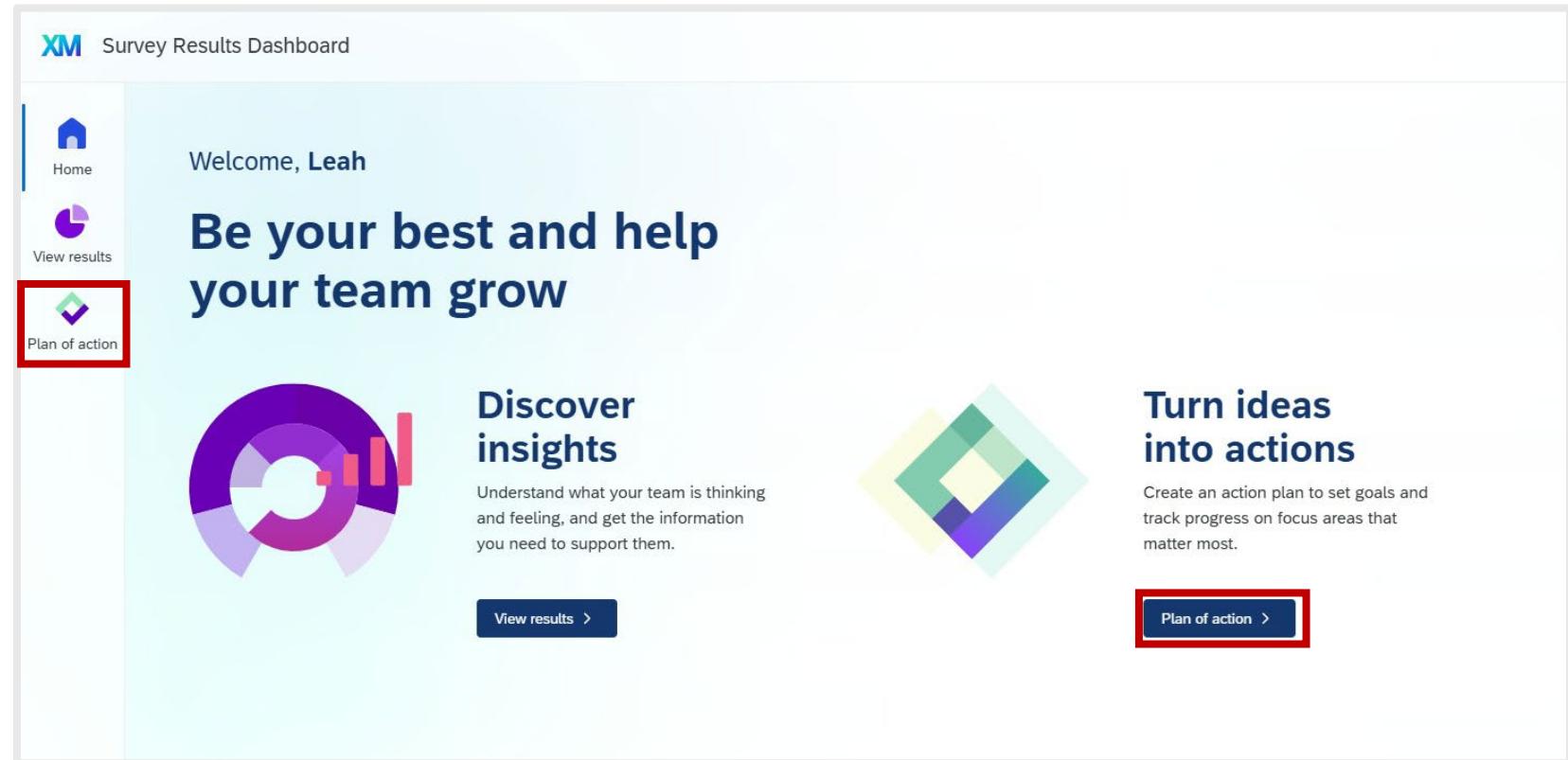


Reviewing and Updating your Action Plan



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From the **Survey Results Dashboard** homepage, click **Plan of Action** (on the page or toolbar on the left).



The image shows the Survey Results Dashboard homepage. On the left, there is a vertical toolbar with three items: "Home" (blue house icon), "View results" (purple circle icon), and "Plan of action" (green diamond icon, which is highlighted with a red box). The main content area has a "Welcome, Leah" message. The central text reads "Be your best and help your team grow" above a purple circular graphic. To the right, there are two sections: "Discover insights" (with a purple and yellow circular icon) and "Turn ideas into actions" (with a green and blue diamond icon). Both sections have a "View results >" button and a "Plan of action >" button (the "Plan of action" button is also highlighted with a red box).

Reviewing or Updating Your Plan



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1. Your saved plans will be listed on the **Plan of Action** page.
2. Update the status of an action by clicking the status to the left of the action. A box will appear, allowing you to update the status and progress.
3. Click the plan name to open an action.
4. Use the menu in the **Actions** column on the right to copy, export, or delete an action.

The screenshot illustrates the 'Plan of Action' page with numbered callouts:

- 1** **Plan of action**: The main title bar.
- 2** **Status**: A red box highlights the 'Status' section, showing 'In Progress: 15%' for two items. A red arrow points from this box to the 'Status' section of a plan card.
- 3** **Plan name**: A red box highlights the 'Plan name' section of a plan card, which contains the text: 'There is open and honest communication at this organization.' and 'I believe that positive change will happen as a result of this survey'.
- 4** **Actions**: A red box highlights the 'Actions' column for a plan card, showing three options: 'Copy action plan', 'Export action plan', and 'Delete action plan'. A red arrow points from this box to the 'Actions' menu icon in the top right corner of the plan card.

The page also displays a dashboard with two plan cards:

- Employee Experience Survey 2025: Due date Feb 27, 2026, Owners Leah Stormo-Soles
- Employee Experience Survey 2025: Due date Feb 27, 2026, Owners Leah Stormo-Soles

Updating Your Plan



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After clicking the plan name to open it, open the menu in the right corner of the action and select **Edit action** to update the action title, description, due date, or owners.

NOTE: You can also create an action by selecting the **Create Action** option.

See the [Creating an Action Plan QRC](#) for more details on adding and updating titles, descriptions, due dates, and owners.

There is open and honest communication at this organization.

Actions	
<input checked="" type="checkbox"/>	<p>Improve information sharing</p> <p>Share information on metrics, schedules via email on the same day it's received. Share information on organizational priorities and changes within two business days via meeting if possible.</p> <p>Due date Feb 27, 2026</p> <p>...</p> <p>Edit action</p> <p>Delete action</p>