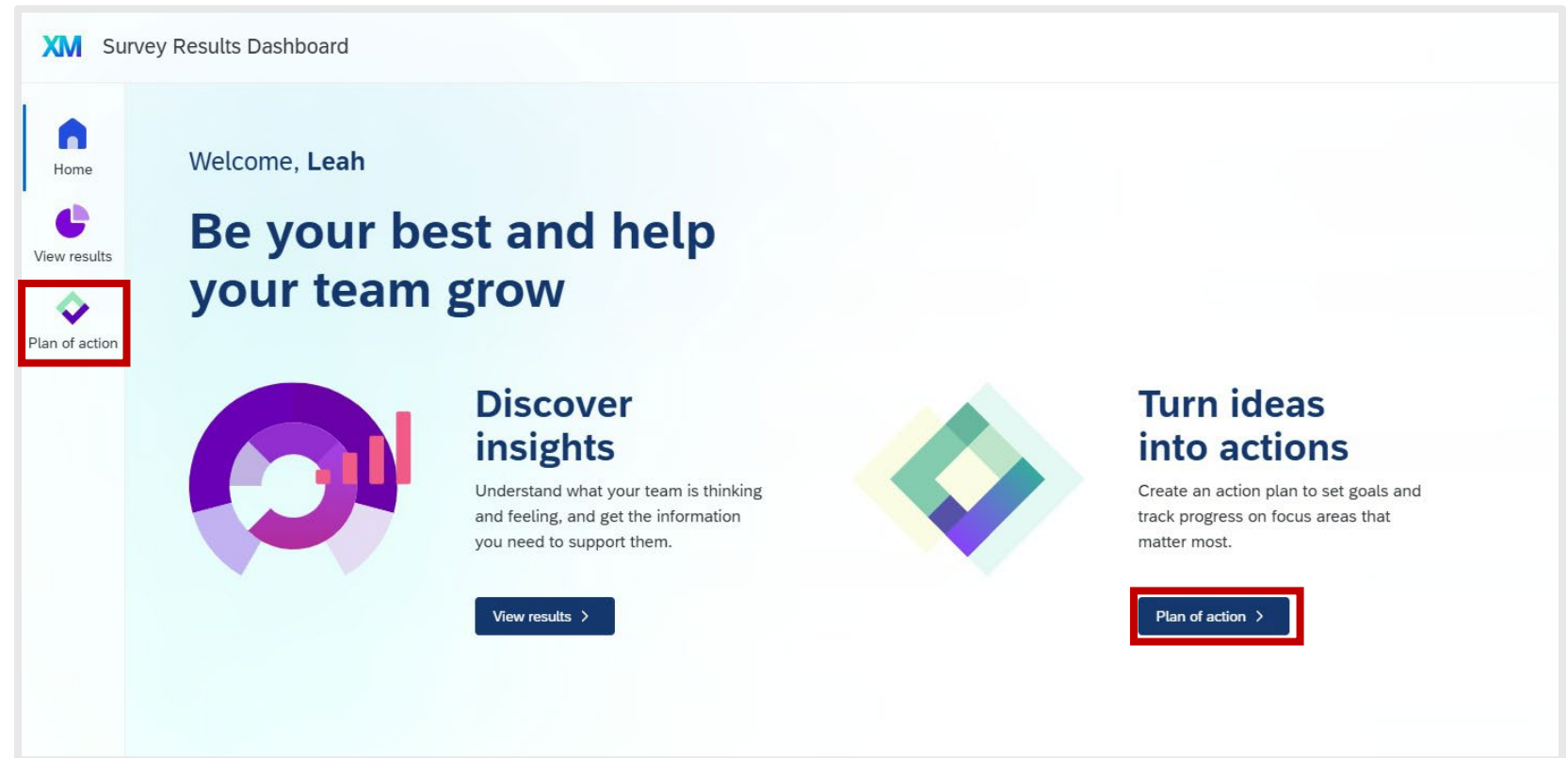


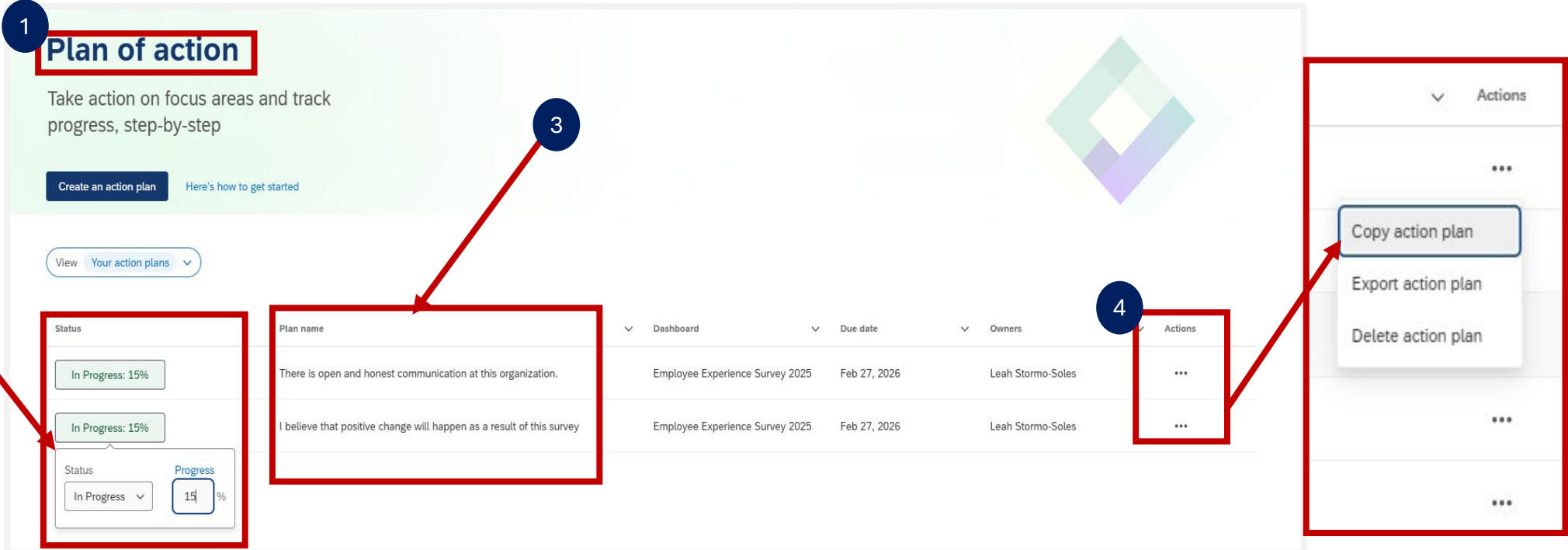
# Reviewing and Updating your Action Plan

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



# Reviewing or Updating Your Plan

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 shows the 'Plan of action' interface. Callout 1 points to the 'Plan of action' header. Callout 2 points to the status update box for an action. Callout 3 points to the plan name in the table. Callout 4 points to the actions menu in the table.

**Plan of action**

Take action on focus areas and track progress, step-by-step

Create an action plan [Here's how to get started](#)

View [Your action plans](#)

Status	Plan name	Dashboard	Due date	Owners	Actions
In Progress: 15%	There is open and honest communication at this organization.	Employee Experience Survey 2025	Feb 27, 2026	Leah Stormo-Soles	...
In Progress: 15%	I believe that positive change will happen as a result of this survey	Employee Experience Survey 2025	Feb 27, 2026	Leah Stormo-Soles	...

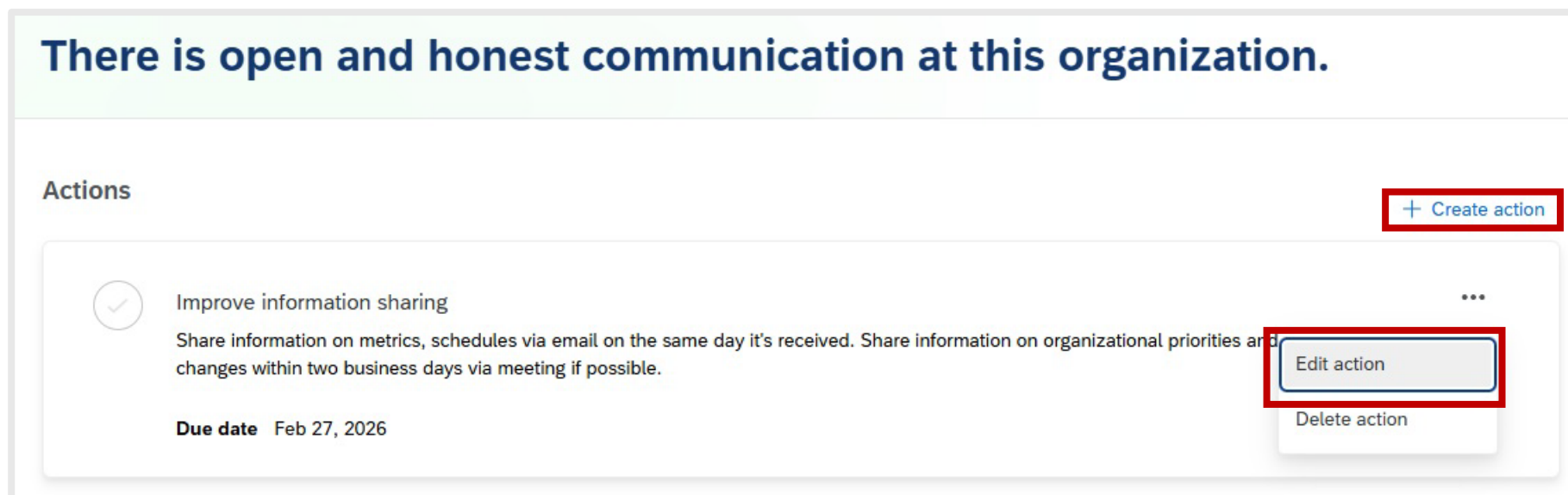
Actions menu options: Copy action plan, Export action plan, Delete action plan

# Updating Your Plan

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**

[+ Create action](#)

✓ Improve information sharing

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.

**Due date** Feb 27, 2026

...

Edit action

Delete action