

30-day work plan

Printable template to adapt

Instructions and limits

Complete fields for your scope. Do not invent data. If data is missing or a denominator is zero, write “not calculable”.

Table to complete

Period	Work to carry out	Deliverable / completion criterion	Owner	Target date	Status	Decision or obstacle
Days 1–3	Define the collective scope, sponsor, question to address and confidentiality rules.	Agreed brief; feedback schedule announced.			Not started	
Days 4–7	Gather available signals and discuss work situations without identifying individuals.	Summary separating facts, perceptions and hypotheses; data limitations recorded.			Not started	
Days 8–10	Share the summary with the teams involved and check the understanding of difficulties.	Two or three work difficulties described in context; disagreements retained.			Not started	
Days 11–14	Choose at most two actions and decide on time, resources and activities to postpone.	Each action has an owner, deliverable, deadline and tracking indicator.			Not started	
Days 15–21	Test the adjustments within the agreed scope and record obstacles.	Test completed; observations of what helps and what remains difficult.			Not started	

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Template continued

Period	Work to carry out	Deliverable / completion criterion	Owner	Target date	Status	Decision or obstacle
Days 22–27	Compare with initial observations and collect team feedback on the test.	Documented review; expected and unintended effects discussed without automatically claiming causation.			Not started	
Days 28–30	Decide to continue, adapt or stop; share the decision and plan the next review.	Reasoned decision, owner and next review date shared.			Not started	