**SCENARIO PLANNING  
Action Plan Template**

Who’s on the Scenario Planning Team? What are the roles and responsibilities?

What are the objectives or priorities?

What is the timeline or time horizon of this plan or event?

What are benchmarks, flags or triggers for moving to Plan B, Plan C, etc.?

What are the concrete steps/actions for Plan B, Plan C, etc.?

Immediate steps? Other steps?

What is the communication strategy?