

YOUR COMPANY NAME
MAJOR ACTION PLANS/GOALS

YEAR 200x Budget

DEPARTMENT: 200 - ADMINISTRATION

Document Preview – This is only a portion of the entire, customizable document.

- * First Quarter: Purchase new copy machine (replace MDS-owned machine).

- * Fourth Quarter: Relocate office to new Denver location (actual move will be in 4th quarter; however, this process will likely begin in 2nd quarter).

- * Continue to improve quality of office services.

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Sample Preview