

Focus: *QCDMS*

Title/Theme

Site/Dept.

Last Year's Results/This Year's Targets/Mid-term Targets	

Reflection on Last Year's Activities		
Activity	Rating	Key Results/Issues

Analysis/Justification to This Year's Activities

This Year's Action Plan													
Actions	Activities	Schedule											
		J	F	M	A	M	J	J	A	S	O	N	D

Follow-up/Unresolved Issues

Signatures						
Titles						

Author
Version number & date