**Annual Programme Monitoring Report Action Plan (2023-24)**

**{Add programme name}**

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| Issue (the problem that needs to be fixed) | Objective | Measurable target | Timescale (start, milestone and end point) | Lead for the objective |
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**Please indicate whether an objective in the Plan has been included in response to student feedback (e.g. from the NSS, SES or PTES).**

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| SMART | Notes |
| Specific | Clearly defined and unambiguous, stating the precise action to be taken and by whom. |
| Measurable | How it will be clear whether the action has been achieved and had the intended impact? |
| Achievable | With the time and resources available to the programme team, is it realistic to expect that the action can be completed successfully and the objective achieved? |
| Relevant | Is the planned action relevant to the issue that has been identified from the available data and evidence? Does it address the issue and is likely to result in the planned improvement? |
| Time-specific | Every action should have a clear start date and expected date for completion. Key milestones should also be identified |