



Monitoring & Response Plan

Define what to monitor, when intervention is needed, and exactly how the team will respond.

PROJECT NAME

PROJECT OWNER / TEAM

DATE

PROCESS / DEPARTMENT

MONITORING PLAN						RESPONSE PLAN		
MEASURE / METRIC	TYPE Input / Process / Output	TARGET	DATA CAPTURE METHOD	CHECKING FREQUENCY	MONITORING OWNER	TRIGGER / CONTROL LIMIT	RESPONSE OWNER	RESPONSE ACTION IF TRIGGERED

MONITOR: Use a measurable target, reliable data capture, and a consistent review schedule.

RESPOND: State the trigger and the specific corrective action, owner, and escalation steps when needed.