

# IMPLEMENTATION PLANNING

Use the table to develop a framework for an implementation plan that answers the who, what, why, and how of each of your priorities. Below is an example.

<i>Example priority</i>	<i>Action Steps (list out 1-3 next steps to meet priority)</i>	<i>Time Frame</i>	<i>Point Person</i>	<i>Resources Needed</i>	<i>Anticipated Level of Difficulty (easy, moderate, difficult)</i>
<i>Visibility</i>	<i>Identify equipment needs</i>	<i>1 week</i>	<i>Project coordinator, volunteer, or intern</i>	<i>Funds to purchase equipment</i>	<i>Difficult</i>
	<i>Purchase equipment</i>	<i>2-4 week depending on shipping times</i>	<i>Project coordinator, volunteer, or intern</i>	<i>Time and personnel to receive and setup equipment</i>	<i>Moderate</i>
	<i>Set up equipment</i>	<i>1-2 weeks</i>	<i>Project coordinator, volunteer, or intern</i>	<i>Time and personnel to receive and setup equipment</i>	<i>Easy</i>

<b>Priority #1</b>	<b>Action Steps (list out 1-3 next steps to meet priority)</b>	<b>Time Frame</b>	<b>Point Person</b>	<b>Resources Needed</b>	<b>Anticipated Level of Difficulty (easy, moderate, difficult)</b>



Priority #2	Action Steps (list out 1-3 next steps to meet priority)	Time Frame	Point Person	Resources Needed	Anticipated Level of Difficulty (easy, moderate, difficult)

Priority #3	Action Steps (list out 1-3 next steps to meet priority)	Time Frame	Point Person	Resources Needed	Anticipated Level of Difficulty (easy, moderate, difficult)

Priority #4	Action Steps (list out 1-3 next steps to meet priority)	Time Frame	Point Person	Resources Needed	Anticipated Level of Difficulty (easy, moderate, difficult)



Priority #5	Action Steps (list out 1-3 next steps to meet priority)	Time Frame	Point Person	Resources Needed	Anticipated Level of Difficulty (easy, moderate, difficult)

