

NO HOLDING BACK



Implementation/Action Plan

Define Objectives or Goals

If you have not already, clarify and summarize the current situation with a hold (the mechanics, and the results), the intended change, and why it is important to change or improve.

This is the current situation with a hold (the mechanics, and the results), the intended change, and why it is important to change or improve:

Plan and Implement

Once the team has identified goals and strategies, it's time to outline timelines, person(s) responsible, resources needed and information necessary to determine if progress is being made at each stage of implementation. Items to work on include:

1. Schedule milestones. *What must be done first? When do we want to be finished?*
2. Identify and allocate resources *Financial, material, data, events or opportune happenings*
3. Designate roles and responsibilities. *Who leads the effort? Who assists? Who champions it?*
4. Define the metrics *How will progress be gauged? What are incremental indicators? Final indicators?*
5. Describe how you plan to adopt. *What are anticipated challenges? What are unanticipated challenges, or consequences? What could incentivize? What is the level of risk? How do we mitigate risk? When and how do we communicate to relevant stakeholders?*
6. Evaluate and adjust.



This matrix provides space to begin detailing WHO will do WHAT by WHEN. Discuss and make note of next steps. Aim to leave today with an outline of activity for the next 2-4 weeks.

Project:	
Date:	
Team, Stakeholders:	
Project result:	
Timeline:	

	Goal, Action <i>Why is this important?</i>	Strategies <i>How will we accomplish this?</i>	Adaptive Challenges, Strategies	Timeline <i>Start-Finish</i>	Person(s) <i>responsible (R) and to involve (I)</i>	Resources	Incremental or Final Indicators
EXPLORATION							
EARLY IMPLEMENTATION							
FULL IMPLEMENTATION							
COMPLETION							