# **Implementation Worksheet**

## **Overview**

## **Objective**

To help organize the discussion and planning for implementing actions.

## **Preparation**

**Who will be involved:** core team, invited participants

**Suggested activity length:** 1 hour

**Materials:** paper or electronic copies of the activity outputs listed below (Key Takeaways, etc.)

## **Output**

Identification of next steps and development of actions teams/workgroups for implementation

## **Next Steps**

Use the Funding and Financing guide to explore options for resourcing the actions you want to take.

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## **Instructions**

1. Review your activity outputs from My Portfolio:
   1. Key Takeaways on Hazards, Equity, and Resilience​
   2. Key Takeaways on Strategizing Actions
   3. Actions Brainstorming​
   4. Evaluating Actions​
   5. Strategy charts (if used)​
2. Meet with your core team and invite any additional people such as key community representatives or organizations with an interest in each action you will be pursuing.
3. Use the Implementation Plan table below to identify next steps for the actions you developed in your workshop.

* If you completed the Strategy Charts in your Actions workshop, use them, and build on them to develop specific implementation details for each action.

**Implementation Plan**

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| --- | --- | --- | --- | --- | --- |
| Action | Priority | Resources needed | Potential People/Contractors | Action team members | Timeframe for next steps |
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| EXAMPLE | | | | | |
| Drinking water testing for residents | Highest priority | * Test kits * Water sample collectors * Lab to analyze results | * ACME * Blue Waters * Communications team | * Betty (lead) * Joe * Susan * Maria | * Aug. – identify sample sites * Oct. – Secure test kits and lab * Nov. – Begin sampling |