# **Implementation Worksheet**

## **Purpose**

To help organize the discussion and planning for implementing actions.

## **What you will need**

**Who:** core team

**Where:** in-person or virtual meeting

**How long will it take:** 1 hour

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

## **Directions:**

1. Review your activity outputs from My Portfolio:

* Key Takeaways on Hazards, Equity, and Resilience​
* ​Action Area Problem Statements
* Actions Brainstorming​
* ​Evaluating Actions​
* ​Strategy charts (if used)​
* Key Takeaways on Strategizing Actions

1. Meet with your core team and any additional people to fill out the Implementation Plan table below 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** |
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| EXAMPLE | | | | | |
| Drinking water testing for residents | Highest priority | * Test kits * Water sample collectors * Lab to analyze results * Communication team | * ACME * Blue Waters | * Betty (lead) * Joe * Susan * Maria | * Aug. – identify sample sites * Oct. – Secure test kits and lab * Nov. – Begin sampling |

## **What to do next**

Go to the Maintain Engagement and Outreach step to complete your community engagement plan to maintain your engagement and continue to expand outreach networks within your community.