# **Implementation Worksheet**

## **Purpose**

To help organize the discussion and planning for implementing actions.

## **What You’ll Need**

Paper or electronic copies of the activity outputs listed below (Key Takeaways, etc.) for core team members to review.

## **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

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.

## **What to Do Next**

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

**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 * Joe * Susan * Maria | * Aug. – identify sample sites * Oct. – Secure test kits and lab * Nov. – Begin sampling |