# **Implementation Worksheet**

## **Purpose**

To help organize the discussion and planning for implementing actions.

## **What you will need**

**Who:** core team, invited participants

**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.)

## **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 |

## **What to do next**

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