



IDEAS TO PRACTICE

## Tool 4: Detailed Implementation Plan

---

Use this tool to develop a detailed work plan for implementation that covers the next year or other planning period.

This tool helps you craft a specific plan that you can use to make activity ideas a reality:

- **Step 1:** Recap up to four activity ideas that you outlined using Tool 3: Implementation Plan Outline. Alternatively, complete this step from scratch if you are using this as a standalone tool and did not use Tool 3.
- **Step 2:** Print and complete an activity chart for each activity.
- **Step 3:** Use the Implementation calendar to map out up to 4 activities and when each step needs to occur in order to successfully implement them.

---

#### TOOL 4: DETAILED IMPLEMENTATION PLAN

#### Step 1: Describe one of your activity ideas – What does it look like?

ACTIVITY:

**What does this activity consist of in terms of materials, operating procedures for staff and volunteers, or other efforts?**

**Who would you target, or will this activity apply to all?**

**When does it occur?**

**Who implements it?**

**What resources does it require?**

**What preparation is needed for your site to be ready to implement this activity?**

---

#### TOOL 4: DETAILED IMPLEMENTATION PLAN

## Step 2: Develop an implementation calendar

---

For each activity and month determine:

- What step takes place during the month?
- Who is responsible for completing each step?

You may want to work backwards; for example, starting with tax time and then completing the steps necessary to be ready for tax time.

TIMEFRAME	ACTIVITY 1	ACTIVITY 2	ACTIVITY 3	ACTIVITY 4
June				
July				
August				
September				

---

#### TOOL 4: DETAILED IMPLEMENTATION PLAN

TIMEFRAME	ACTIVITY 1	ACTIVITY 2	ACTIVITY 3	ACTIVITY 4
October				
November				
December				
January				
February				
March				

---

#### TOOL 4: DETAILED IMPLEMENTATION PLAN

TIMEFRAME	ACTIVITY 1	ACTIVITY 2	ACTIVITY 3	ACTIVITY 4
April				
May				
Next June				