

# Implementation Planning Template

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*Goal: Clarify goals, roles and responsibilities, tasks, schedule, resources, and requirements by site, using that information to develop an implementation plan.*

County: \_\_\_\_\_

Who is filling this out:

**Goals:** Identify the high-level goals and critical success factors encompassed by the project or initiative.

**Roles & Responsibilities | Tasks:** Outline the key individuals and their tasks involved in different phases. The more detail you provide here, the fewer misunderstandings or assumptions will arise

**Schedule| Timeline:** Describe the schedule and/or sequenced timeline in which tasks need to be performed.

**Next steps:** What are the next steps and who will do what?