



IDEAS TO PRACTICE

# Tool 4: Detailed Implementation Plan

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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.

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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?

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## TOOL 4: DETAILED IMPLEMENTATION PLAN

### Step 2: Develop an implementation calendar

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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				

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**TOOL 4: DETAILED IMPLEMENTATION PLAN**

<b>TIMEFRAME</b>	<b>ACTIVITY 1</b>	<b>ACTIVITY 2</b>	<b>ACTIVITY 3</b>	<b>ACTIVITY 4</b>
<b>October</b>				
<b>November</b>				
<b>December</b>				
<b>January</b>				
<b>February</b>				
<b>March</b>				

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**TOOL 4: DETAILED IMPLEMENTATION PLAN**

<b>TIMEFRAME</b>	<b>ACTIVITY 1</b>	<b>ACTIVITY 2</b>	<b>ACTIVITY 3</b>	<b>ACTIVITY 4</b>
<b>April</b>				
<b>May</b>				
<b>Next June</b>				