IMPLEMENTATION PLAN TEMPLATE

The Implementation Plan template provides applicants a structured format to organize and document the comprehensiveness of the applicant's program design, including:

- the scope and sequence of the key elements of the applicant's program design over time
- a designated planning period needed to successfully launch the applicant's work;
- differentiation of program design elements for different subpopulations within the proposal's target population, e.g., varying start up times for strategies designed for different age groups, schools, geographies, etc.; and,
- collateral program detail in support of the applicant's budget.

Program Design	Month 1	Month 2	Month 3	Q2	Q3	Q4	Yr2	Yr3
Task:								
Task:								
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SAMPLE IMPLEMENTATION PLAN

Program Design	Month 1	Month 2	Month 3	Q2	Q3	Q4	Yr2	Yr3
Task: • Hire and train staff on selected model(s)								
Task: • Staff and partner training on data system								
Task: • Negotiate and confirm supports from partner organizations, if applicable								
Task: • Purchase program curriculum, materials, technology								
Task: • Review data to specify recruitment strategies for all subsets of the target population								
Task: • Execute target population recruitment strategies (community fairs, etc.)								
Task: • Enroll target population								
Task: • Launch and implement program for subset A of target population								
Task: • Launch and implement program for subset B of target population								
Task: • Participate in monthly impact council meetings								
Task: • Report monthly metrics to United Way								
Task: (Joint applicants only) • Finalize MOU with all partners (performance metrics, budgets, data sharing, etc.)								
Task: (Joint applicants only) • Supervisor meetings with collaboration partners								