

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) • Supervisor meetings with collaboration partners								

Please note that MOUs with all partners must be finalized before funding begins (*i.e.* performance measures, budgets, data sharing agreements, etc.)