

**IMPLEMENTATION PLAN**

**Your name or your entity name.**

This implementation plan template is a tool to assist you in:

* **Setting clear goals:** it helps everyone understand what needs to be done and why.
* **Efficient use of resources:** ensures you manage your team, budget, and time wisely.
* **Time management:** keeping your kaupapa on track with deadlines and milestones.
* **Risk reduction:** helps you plan for potential challenges.
* **Reference:** provides a common reference point for all individuals involved.

**Note:** The implementation plan is divided into four reporting quarters. When completing your implementation plan, we recommend a minimum of ***four***activities or tasks each quarter. Refer to the example for guidance.

Each activity or task can be tracked with this TASK STATUS indicator within your implementation plan. It is a quick reference guide for you to identify progress on each specific task or action.

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| **APPLICATION STAGE** | | | | | | | | |
| **WHEN?**  Think about when you will start each activity or task. | **ACTIVITY/TASK**  Explain or list the activity or task you need to complete. | **WHO?**  Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else? | **REQUIREMENTS**  What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain. | **CHALLENGE**  What challenges might you face when completing this activity or task? | **SOLUTION**  How will you solve this challenge? List or explain the steps. | | **COST**  How much money will you need to complete this activity or task? | **TASK PROGRESS**   * On track * Completed * Behind schedule |
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| **QUARTER 1: JULY - SEPTEMBER** | | | | | | | | |
| **WHEN?**  Estimate when you will start each activity or task. | **ACTIVITY/TASK**  Explain or list the activity or task you need to complete. | **WHO?**  Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else? | **REQUIREMENTS**  What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain. | **CHALLENGE**  What challenges might you face when completing this activity or task? | **SOLUTION**  How will you solve this challenge? List or explain the steps. | | **COST**  How much money will you need to complete this activity or task? | **TASK PROGRESS**   * On track * Completed * Behind schedule |
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| **QUARTER 2: OCTOBER - DECEMBER** | | | | | | | | |
| **WHEN?**  Estimate when you will start each activity or task. | **ACTIVITY/TASK**  Explain or list the activity or task you need to complete. | **WHO?**  Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else? | **REQUIREMENTS**  What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain. | **CHALLENGE**  What challenges might you face when completing this activity or task? | **SOLUTION**  How will you solve this challenge? List or explain the steps. | | **COST**  How much money will you need to complete this activity or task? | **TASK PROGRESS**   * On track * Completed * Behind schedule |
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| **QUARTER 3: JANUARY - MARCH** | | | | | | | | |
| **WHEN?**  Estimate when you will start each activity or task. | **ACTIVITY/TASK**  Explain or list the activity or task you need to complete. | **WHO?**  Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else? | **REQUIREMENTS**  What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain. | **CHALLENGE**  What challenges might you face when completing this activity or task? | **SOLUTION**  How will you solve this challenge? List or explain the steps. | | **COST**  How much money will you need to complete this activity or task? | **TASK PROGRESS**   * On track * Completed * Behind schedule |
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| **QUARTER 4: APRIL - JUNE** | | | | | | | | |
| **WHEN?**  Estimate when you will start each activity or task. | **ACTIVITY/TASK**  Explain or list the activity or task you need to complete. | **WHO?**  Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else? | **REQUIREMENTS**  What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain. | **CHALLENGE**  What challenges might you face when completing this activity or task? | **SOLUTION**  How will you solve this challenge? List or explain the steps. | | **COST**  How much money will you need to complete this activity or task? | **TASK PROGRESS**   * On track * Completed * Behind schedule |
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