**IMPLEMENTATION PLAN TEMPLATE**

**Short Title of Proposed Policy/Program/Project: \_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** **Cabinet Decision #: \_\_\_\_\_\_\_\_***[to be added by Cabinet Office]*

**Ministry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date plan is submitted to Cabinet Office: \_\_/\_\_ /20\_\_**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **No1** | **PROGRESS INDICATOR/ MILESTONE2** | **ACCOUNTABLE OFFICER3** | **COMMENCMENT DATE4** | **COMPLETION DATE4** | **RISK ASSESSMENT5** | **COMMENTS6** |
| --- | --- | --- | --- | --- | --- | --- |
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**Instructions/Notes:**

1. Add more rows if necessary.
2. List all critical implementation steps, including, where relevant: (a) confirmation of financing (indicate source and current status); (b) communication of decision and/or stakeholder consultation; (c) drafting and passage of necessary legislation; (d) other approvals required; (e) negotiation of partnership agreements or contracts; (f) establishment of agencies; (g) obtaining premises; (h) establishing new positions; (i) recruitment of staff (with estimate of numbers); (j) change management plan; (k) training of staff (estimate numbers and duration); and (l) purchase of plant and equipment. Where possible milestones should also include output targets (eg: number of clinics operational; kilometres of road completed; number of licences issued).
3. The accountable officer is the person responsible for achievement of this milestone, which may include another Ministry or agency.
4. Commencement and completion dates are the estimated dates for this milestone, to be submitted to the Cabinet with the proposal. These dates will form the basis of subsequent implementation reports.
5. Risk analysis column should indicate high (H), medium (M) or low risk (L) based on both the likelihood that the milestone will not be achieved and the likely impact if it is not achieved. Reasons for high risk assessments should be included in Remarks.
6. Cells in the comments column will expand if necessary to include relevant information (but keep short).