**Implementation Plan Guide**

An implementation plan is a detailed plan of all the steps you need to take to implement or achieve a specific result. A good implementation plan will lay out every task you have to do at each stage of the process, along with a timeline and deadlines for ensuring you meet your goals. There are many "right" ways to create a good implementation plan, but they should all include: (1) the goals or desired outcomes listed, (2) a list of tasks and deadlines to achieve those goal(s), and (3) a budget/financial breakdown of how funds will be used to reach those goals.

Optional components include:

* Organizing the tasks into sections based on phases or stages of the process
* Creating main tasks and subtasks

**BUSINESS NAME**

**IMPLEMENTATION PLAN**

|  |  |
| --- | --- |
| **Project Name:** | **[Enter Project Name Here]** |
| **Project Overview:** | **[Enter brief description here]** |
| **Desired Outcome(s)/Goal(s):** | 1) |
|  | 2) |
|  | 3) |
|  | 4) |
| **Funds Required:** | $ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Start Date** | **Deadline** | **Cost** | **Notes/Status** |
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