

Implementation Plan Template

Turn an approved initiative into an executable rollout. Assign work, dates, dependencies, readiness checks, and post-launch validation.

Initiative: _____	Owner: _____
Sponsor: _____	Target start: _____
Target go-live: _____	Version: _____

Objectives and scope

State the rollout goal, included work, and important exclusions.

Implementation phases

Phase	Work / output	Owner	Target date

Tasks and dependencies

Task	Phase / owner	Due date	Dependency / status

Milestones

Milestone	Date	Owner

Resources and communication

List people, tools, and high-level communication needs for the rollout.

Training and readiness

Audience / item	Owner	Due date	Status

Risks and launch criteria

State key rollout risks, mitigations, and the observable conditions required before launch.

Validation and post-implementation review

What will be checked after launch, when, and by whom? Record follow-up actions.