

# 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.

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\_\_\_\_\_

\_\_\_\_\_

## 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.

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### Training and readiness

| Audience / item | Owner | Due date | Status |
|-----------------|-------|----------|--------|
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|                 |       |          |        |
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### Risks and launch criteria

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

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### Validation and post-implementation review

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

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