

Project Implementation Plan template

Please use this template with participants (if it is suitable). You may modify it in any way to suit your purposes. It is here to help you plan out the project's implementation. If the participants use other documents or complete organisational paperwork as part of the planning, it is a good idea to write the name of the document in this plan and file it with this plan – electronic folder or real folder if documents are on paper.

Name of project / event / activity	
Date	
Supervisor <i>Name, position and organisation of adult overseeing the project.</i>	Name, position and organisation
	Contact details
Overview <i>Write brief summary of what you will do - what, who, where and how.</i>	
Goals <i>List the goals for the project.</i>	

Group participants

List everyone in the group along with what they are responsible for and their contact details.

Name	Things they are responsible for – main job or role	Other job/s on the project	Contact details	Comments or other important information about them

Resources

List all the requirements and resources to implement this project along with where each is coming from and who is responsible for it and deadline for resource to be obtained, along with any required paperwork or permission.

Resource	Who in group is responsible?	Source – who will provide it	Deadline to get it	Comments or other important information about resource – includes if need to complete any paperwork or get permission

Budget

<p><i>Name of document or spreadsheet with the proposed budget. Update budget completed for the proposal.</i></p> <p><i>Link to Budget calculator template:</i> Budget calculator (office.com)</p>	
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Timeline and milestones

<p><i>Name of document or spreadsheet with the proposed timeline for implementation. It should include all the tasks for implementation and when they should happen and who will be doing what.</i></p> <p><i>You can include a checklist here if you like or as part of your implementation timeline.</i></p> <p><i>Update the timeline from the proposal document. Can just include the implementation timeline.</i></p> <p><i>Link to Four week project timeline</i> Four week project timeline (office.com)</p>	
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Paperwork and permissions

List all paperwork and permissions you must get done.

Name of paperwork	Who is responsible?	Deadline	Comments or other important information about them

What or whose permission is needed	Who is responsible?	Deadline	Comments or other important information about them

Health and safety plan

<i>Name of document or documents with the health and safety plan</i>	
<i>List the health and safety risks and hazards included in the plan.</i>	
<i>List the actions the group must take for the health and safety plan.</i>	
<i>Emergency List the potential emergency situations that the group will be prepared for.</i>	

Contingency (back up) plans

Potential risks (things that could go wrong)	Back up plan	Who is responsible?	Resources or other requirements	Comments or other important information about them

Other planning details

Are there any other things you need to include in your implementation plan.

What is needed – list	Who is responsible – list	Comments

Checklist

We recommend you make a checklist of key tasks and put someone in charge of managing the checklist. They go through the checklist before you carry out the plan to make sure you have everything you need and all the pre-tasks have been done.

Key tasks and items (checklist)	Do we have ready to go? Yes/No	Who to contact or check with	Comments, important information or back up / alternatives

