

## Implementation Plan Template

The final step in the project process is to develop a plan to implement each action. The implementation plan will keep the project team, residents and other stakeholders focused on the concrete work that they need to do to turn the plan on paper into reality in their neighbourhood. This template borrows from the workplan template. That means some of the work to develop an implementation plan is already complete.

Remember:

- Goals are general guidelines that explain what you want to achieve in your community. They are usually long-term and represent global visions such as “protect public health and safety.”
- Objectives define strategies or implementation steps to attain the identified goals. Unlike goals, objectives are specific, measurable and have a defined completion date.
- Actions are more specific and provide the “how to” steps to attaining the objective.

*The following Implementation Plan Template was adapted in part from the Hamilton Neighbourhood Action Planning Toolkit, Tool K – How to Develop a Workplan and Tool M – Implementation Activity Tracker. View Hamilton’s Toolkit at [bit.ly/2hRLt6H](http://bit.ly/2hRLt6H).*

**Vision Statement:**

**Goal:**

**Objective:**

**Action:**

**Description of Action:**

Implementation Activities	When do they need to get done? Set a specific target or deadline date.	Who will do them? Identify at least one specific person to take the lead and any others who will help.	What resources are needed? Think about people and costs.	Outcomes How do the actions contribute to a neighbourhood that is more safe, accessible, connective, inclusive, diverse and engaged?
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