

The **Implementation Plan Template** helps you:

- **Set clear goals:** Everyone knows what needs to be done and why.
- **Use resources wisely:** Manage your team, budget, and time effectively.
- **Stay on schedule:** Keep your project on track with deadlines and milestones.
- **Reduce risks:** Plan for possible challenges.
- **Provide a reference:** Everyone involved can use it as a common guide.

## How it works

- The plan is split into **reporting quarters**.
- Aim for **at least two activities or tasks per quarter**.

## Example only for reference

- If you are starting a fitness kaupapa to improve the health of your whānau.

Quarter	ACTIVITY/TASK	WHEN?	WHO?	REQUIREMENTS	CHALLENGE	OUTCOMES	MEASUREMENT
	Explain or list the activity or task you need to complete.	Think about when you will start each activity or task.	Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else?	What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain	What challenges might you face when completing this activity or task?	How this activity will benefit whānau	Tools to show you have achieved the outcomes for whānau
<b>Quarter one- only for reference</b>	Activity 1- Run free fitness challenge classes	November	<ul style="list-style-type: none"> <li>• Myself</li> <li>• Trainers</li> </ul>	<ul style="list-style-type: none"> <li>• Fitness challenge class design</li> <li>• Promo materials</li> <li>• kai</li> <li>• Trainer availability</li> </ul>	<ul style="list-style-type: none"> <li>• Managing class sizes</li> <li>• Attracting sign-ups for the class</li> </ul>	<ul style="list-style-type: none"> <li>• Whānau confident in fitness</li> <li>• Learn new ways of staying healthy</li> </ul>	<ul style="list-style-type: none"> <li>• Registration form</li> <li>• Whānau feedback survey</li> </ul>

## IMPLEMENTATION PLAN TEMPLATE

Quarter	ACTIVITY/TASK	WHEN?	WHO?	REQUIREMENTS	CHALLENGE	OUTCOMES	MEASUREMENT
	Explain or list the activity or task you need to complete.	Think about when you will start each activity or task.	Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else?	What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain	What challenges might you face when completing this activity or task?	How this activity will benefit whānau	Tools to show you have achieved the outcomes for whānau
Quarter one							
Quarter two							
Quarter three							
Quarter four							