



# SAMPLE IMPLEMENTATION PLAN

Program implementation activities	Process to achieve goal	Lead staff	Deadline for completion	Monitoring tool(s)	Achievement measures
<b>IMPLEMENTATION TEAM FUNCTIONING</b>					
First team meeting					
New team member understand & agree w/ their roles & team roles					
Implementation team has addressed issues such as meeting frequency					
Implementation team considers management team comments & looks at implementation plan					
<b>INSTALLATION STAGE</b>					
Team recommends program/ service that will pilot first intervention clinician					
Team maps out selection protocol for "first practitioners"					
Intervention staff hired					
Intervention staff and manager are trained					
Coaching for both the clinician and supervisor has been confirmed					
Details of cross-agency trauma-related training plan to assist referral & follow-up is in place					
Trauma-related training modules are in process					
<b>INITIAL IMPLEMENTATION</b>					
Communication plan in place to inform service unit & agency					
Supervision & coaching are taking place on a frequent & regular basis					
Data systems in place for measuring & reporting client outcomes					