



## CITY REGION FOOD SYSTEM TOOLKIT

Assessing and planning resilient and sustainable city region food systems

### Template: Implementation plan

<b>Brief description</b>	This document contains a template for developing an implementation plan for each action, consisting of: a series of steps; identifying who is responsible each step, the timeline, resources needed, potential barriers, and communications; evidence of success, and how progress will be monitored.
<b>Expected outcome</b>	Project teams have a clear 'script' for enacting policies or implementing programmes once they have been put in place.
<b>Expected output</b>	A set of implementation plans, once for each action, which are distributed to relevant stakeholders and may be updated over time.
<b>Scale of application</b>	Project level
<b>Expertise required</b>	Project management
<b>Examples of application</b>	
<b>Year of development</b>	2022
<b>Author(s)</b>	Joy Carey
<b>Relevant CRFS Handbook modules; related tools, examples and activities</b>	Action planning module

### Full description and justification

This document contains a template for developing an implementation plan for each action, consisting of: a series of steps; identifying who is responsible each step, the timeline, resources needed, potential barriers, and communications; evidence of success, and how progress will be monitored.

The implementation plan provides a 'script' for all relevant stakeholders, enabling them to identify precisely what is required – in both practical terms and resources – and keep track and communicate progress.

The purpose of the implementation plan is to create a 'script' for each action – that is:

- 1) Identifying a series of steps for enacting each policy once it has been adopted and implementing each practical intervention (programme, project, campaign, etc) once it has been established;
- 2) Identifying who is responsible for each step, the timeline, resources needed, potential barriers, and communications.
- 3) reviewing the indicators associated with the specific priority that each action is intended to address, and developing monitoring mechanisms to track performance of the action as it is implemented.

The project manager may use the template below to develop a work plan, modifying it as necessary to fit the unique context of the CRFS.

Where the action is an amendment to an existing policy or practical intervention, it will be necessary to refer to and adjust existing implementation plans. Wherever possible, the new action should be integrated using existing resources (budgetary and other) and capacities.

Once completed, it is recommended to distribute copies of each implementation plan to the relevant stakeholders. Copies should be brought to meeting for review and regular updating. The project team may decide to develop new work plans for new phases of implementation.



<b>Action:</b>					
<b>Action Steps</b> <i>What Will Be Done?</i>	<b>Responsibilities</b> <i>Who Will Do It?</i>	<b>Timeline</b> <i>By When? (Day/Month)</i>	<b>Resources</b> <i>A. Resources Available B. Resources Needed (financial, human, political &amp; other)</i>	<b>Potential Barriers</b> <i>A. What individuals or organizations might resist? B. How?</i>	<b>Communications Plan</b> <i>Who is involved? What methods? How often?</i>
<b>Step 1:</b>			<b>A.</b>  <b>B.</b>	<b>A.</b>  <b>B.</b>	
<b>Step 2:</b>			<b>A.</b>  <b>B.</b>	<b>A.</b>  <b>B.</b>	
<b>Step 3:</b>			<b>A.</b>  <b>B.</b>	<b>A.</b>  <b>B.</b>	
<b>Step 4:</b>			<b>A.</b>  <b>B.</b>	<b>A.</b>  <b>B.</b>	
<b>Step 5:</b>			<b>A.</b>  <b>B.</b>	<b>A.</b>  <b>B.</b>	
<b>Expected results / accomplishments:</b>					
<b>Evidence Of Success</b> <i>(How will you know that you are making progress on action implementation? What are your benchmarks?)</i>					

**Monitoring Process** *(How will you determine that your goal has been reached? What are your indicators (measures?))*