# Strategy Implementation Template

*Supports Playbook Step 3.3: Develop implementation pathway and performance tracking. Use the template and delete content that you do not plan to use.*

**Strategy Implementation Table**

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| **Strategy: [Fill in the strategy]** | |
| **What organization or department will serve as the implementation lead  for this strategy?** | *Identify the organization or department that is or may be responsible for leading implementation of the strategy. In internal notes, include specific names of people who will have a role, because it’s important to engage them now, rather than after the plan is published. Do they have the capacity to take on this action or project?*  *For any publicly published documents, do not include specific individual’s names, but rather the organization or department. Does it have the capacity to take on this action or project?* |
| **Who will provide implementation support for this strategy?** | *Document the organizations, departments, agencies, and staff who are needed to implement the strategy. This may include existing staff, a hired consultant, and partners listed in Appendix A, among others.* |
| **What is the implementation timeframe for this strategy?** | *Break down each strategy or project into achievable tasks and phases in distinct time periods. Include gathering needed resources in your timeline (e.g. going through the budgeting process or applying for grants or finding an external partner to support your effort).*  *Immediate Next Steps (0-6 months)*  *Short Term (6 months – 2 years)*  *Longer Term (2+ years) Consider which projects would have an immediate start and which you will wait on.* |
| **What is the estimated cost to complete this strategy?** | *Estimate financial and human resources needed to implement each strategy. If you do not know what resources are needed, make this research an immediate next step. Look for projects like yours in the Idea Book’s case studies. They might help identify potential project costs.* |
| **What other implementation resources might be needed to implement this strategy?** | *Consider personnel, leadership, community/political support, technical expertise, data/modeling, additional research or planning, or further conversation with key stakeholders.* |
| **What funding sources could be accessed to implement this strategy?** | *Identify possible funding sources, including local budget, grant funding, integrated with existing budget items like capital improvement, user fees, or public-private partnerships. Document specific details for the funding strategy, such as the names of grants and the calendar for budget planning in your community.* |
| **What would moving in the right direction look like for this strategy?** | *Briefly describe what moving in the right direction looks like for this strategy.  Think broadly. You will explore measures of success in more detail in the  next step.* |