

Organization/Project

XXX-###

Implementation Plan Template

Date

Approval Page

PAT Lead/date

PAT Sponsor/date

Add any additional signature blocks that are needed

1. Objective: The purpose of this implementation plan is to define tasks, schedule, roles, responsibilities, costs, and risks to transition the *(put your process area here)* To-Be process into practice on the *(put your project name here)* project.

2. Impact: identify/discuss the impact you expect the new process/procedure to have on the existing process. Just identify the highlights of the changes along with an explanation of why the change was made (i.e., compliance with FAA-iCMM, implementation of Best Practice).

3. Identify Organizations Affected:
 - 3.1. Discuss involvement of each organization so far
 - 3.2. Discuss needed implementation involvement
 - 3.3. Coordination activities needed to accomplish 3.2

4. Roles: Discuss the role of each organization with respect to implementing changes.

Role Name	Organization Responsible	Contribution or Explanation of Responsibility

5. Institutionalization: Discuss how this process will be assimilated into the current environment. Items to consider:

5.1. Management Support Activities

5.2. Measurements (relating to implementation)

What to Measure	How to Measure	When to Measure	Who Measures	How to use Measures

5.3. Level of Reporting: Who gets what information, when, how often, etc.

6. Training Requirements.

6.1. Process Training.

6.1.1. Identify who will develop process training/materials.

6.1.2. Identify who will provide process training.

6.1.3. Identify those will need to take process training.

6.2. Domain Training.

6.2.1. Identify needed domain training/materials.

6.2.2. Identify who will provide domain training.

6.2.3. Identify acquisition approach (if applicable).

6.2.4. Identify who will need to take domain training.

7. Maintenance: Discuss how the process will be maintained and updated.

8. Evaluation of New Process: Describe how the new process will be measured for effectiveness and compliance.

9. Schedule: Develop a schedule that includes activities from all above items.

10. Risks: Identify/rank/discuss the risks associated with this transition along with associated mitigation approach.