**FAA
Airports**

Minimum Requirements for AIP-funded SMS Implementation Plans

Because the processes and procedures associated with the SMS will permeate throughout the airport sponsor's organization and environment, it takes tactful planning to develop and implement the SMS to achieve success. Therefore, the airport should create an SMS Implementation Plan early in the development of its SMS. The Implementation Plan should clearly identify a realistic strategy for implementing SMS through a framework and series of steps. By documenting this strategy, the airport can ensure consistency in its implementation. An SMS Implementation Plan is more than just a checklist or table. It allows the airport to explain its approach to implementation, discuss any strategies or challenges concerning deployment, and identify major milestones.

1. SMS Development and Deployment Strategy. Provide a detailed proposal and how the airport will develop its SMS. Use the subsections to guide your description and add subsections where necessary.
    a. SMS Development
        i. Will the airport sponsor conduct a gap analysis? If so, what is the timeline for completion?
        ii. Are there any existing programs, policies, or practices that the airport sponsor plans to use as a foundation for the SMS elements?
    b. SMS Deployment Strategy
        i. Does the airport plan to use a phasing strategy? If so, what will be phased (i.e., phasing the SMS into the movement area first and then into the non-movement area or phasing the components and elements of SMS)?
        ii. Will landside operations be included in the SMS? If so, how will landside requirements be kept separate from airside requirements?
    c. Procurement
        i. Does the airport plan to acquire any new systems or technology that will require procurement? If so, how long does the airport anticipate that procurement taking?
2.   Schedule for SMS Development and Deployment
    a. Major Milestones

   i. List the major milestones associated with SMS development and deployment. This can be in narrative or tabular format. This section should summarize the airport sponsor's major milestones and the target dates for completion. It should focus on higher-level milestones leading up to complete implementation of the SMS.

 b. Challenges

   i. List and explain any challenges the airport sponsor may face that could impact these target dates (e.g., lease or union negotiations or procurement schedules). Where possible, include a description of the methods the airport will use to mitigate these challenges and track the status of these issues.