Implementation Readiness Action Plan

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**IMPLEMENTATION READINESS ACTION PLAN**

**Developing an Action Plan Post-Readiness Assessment**

After completing an implementation readiness assessment, the next step is to develop a detailed action plan. This plan should address any gaps (Ares with a score of 3 or less) identified and leverage strengths for successful implementation.

Key components include:

* **Goal or Objective**: Define a clear, specific goal aligned with assessment findings.
* **Tasks or Actions**: Break down the goal into specific, actionable tasks.
* **Timeline**: Develop a realistic timeline for each task and the overall goal.
* **Resources**: Identify necessary resources, including personnel, materials, and equipment.
* **Responsibility**: Assign each task to a specific person or team.
* **Desired Outcomes**: Establish KPIs to measure progress and success.

This approach ensures the action plan is tailored to the organisation’s current readiness, facilitating effective implementation.

**THE IMPLEMENTATION AND EVALUATION FRAMEWORK**

**A diagram of a keyhole

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| PROJECT NAME | |
| NAME | |
| PROJECT MANAGER | TODAY'S DATE |
| Name | MM/DD/YY |

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| **INNOVATION CHARACTERISTICS** |  |  |  |  |  |  |  |  |
| **Areas for improvement** (These are areas that you had a score between 1-3 in the Implementation Readiness Assessment Tool) | | | | | | | | |
| **Implementation readiness goal/s** (Write objectives that will increase implementation capability in this domain. The objective should be Specific, Measurable, Attainable, Realistic and Timebound) | | | | | | | | |
| ACTION DESCRIPTION | RESPONSIBLE | PRIORITY | STATUS | START | END | RESOURCES REQUIRED | DESIRED OUTCOME | NOTES |
| **Action description** | Name | *(Low, Medium, High)* | *In progress, Complete, On hold)* | MM/DD | MM/DD |  |  |  |
| *Description* |  |  |  |  |  |  |  |  |
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| **EXTERNAL FACTORS** |  |  |  |  |  |  |  |  |
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| **PEOPLE** |  |  |  |  |  |  |  |  |
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| **IMPLEMENTATION PROCESS** |  |  |  |  |  |  |  |  |
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| **OUTCOMES AND PERFORMANCE MEASUREMENT** |  |  |  |  |  |  |  |  |
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