

Strategic Planning Worksheets

Step 7: Implementation Project Plan -- Turning Ideas into Action: Kickoff Date: _____

Goal 4, Strategy 2	Grow and retain the volunteer pool by developing a certification program for outreach volunteers		
Target completion date	December 2018		
Team Lead	TBD		
Team composition <i>[Established by March 18, 2018]</i>	Holly Davis		
Tasks identified, whom responsible, and when due	Task	Whom	When
	Determine requirements for certification program		
	Create form/checklist for certification sign-off		
	Create training certificate/proof of completion		
	Pilot program at Fall 2018 National Meeting in Boston		
Ways to maintain focus	Establish regular cadence for team meetings		

Potential barriers/obstacles	Losing momentum between in-person meetings
	Not sticking to milestone dates or timeline
Ways to overcome barriers	Leader to ensure regular cadence of meetings via conference call if needed
	Accountability for deadlines

Support/resource needs	Communication of program in Boston Meeting materials
	Supplies for certification (sign-off form, certificates of completion, etc.)
Management/Accountability Plan	
Measures	Number of participants in Pilot Program in Boston
	Feedback from Pilot Program in Boston