

**Strategic Planning Worksheets**

**Step 7: Implementation Project Plan -- Turning Ideas into Action: Kickoff Date: \_\_\_\_\_**

<b>Goal 1, Strategy 1</b>	Develop planning documents and editorial calendars to ensure timely production of resources (e.g., NCW and CCEW <i>Celebrating Chemistry</i> publications).		
<b>Target completion date</b>	Fall Meeting – Boston, MA (August 18-19, 2018)		
<b>Team Lead</b>	Verrill Norwood		
<b>Team composition</b> <i>[Established by _____ (date)]</i>	Verrill Norwood	David Horowitz	
	Rick Rogers		
<b>Tasks identified, whom responsible, and when due</b>	Task	Whom	When
	Incorporate NCW editorial calendar into the “Planning Document”	Verrill	5/31/18
	Incorporate CCEW editorial calendar into the “Planning Document”	Rick	5/31/18
<b>Ways to maintain focus</b>	Email or telephone conversations with staff and each other.		

<p><b>Potential barriers/obstacles</b></p>	<p>Lack of implementation by team leaders.</p>
<p><b>Ways to overcome barriers</b></p>	<p>Discuss additional details and timing of project at the New Orleans meeting.</p>

<b>Support/resource needs</b>	ACS staff
<b>Management/Accountability Plan</b>	I commit to ensuring this project is completed by the due date given above.
<b>Measures</b>	