

# Sample Implementation Plan Outline

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- I. Introduction
  - Brief history of the project
  - Core values, vision, mission of network as a whole and of lead agency, if relevant
  - Constraints, assumptions, caveats necessary to understand plan
- II. Needs Assessment Recap & Implications for Implementation
  - Summary of needs assessment strategy & deployment
  - Summary of needs assessment findings
  - Discussion of how the findings of the Needs Assessment directly inform implementation plan
  - Identification of any findings in the needs assessment that are not addressed in the implementation plan and discussion of why excluded
- III. Scope & Staging of the Proposed Network
  - Describe Scope of Proposed Network (e.g., geographic coverage, crime types, legal services, other services, specific victim populations & communities targeted)
  - Articulate Staging of Rollout / Phases of implementation (e.g., pilot, full)
  - Discuss horizon of Network post-implementation plan (e.g., sustainability)
- IV. Structure of the Network
  - a. Staffing Overview
    - Project Lead, Program Manager
    - Intake
    - Case workers / social workers
    - Lawyers
    - Navigators
  - b. Steering Committee or Equivalent
    - Membership
    - Roles
    - Methods of commitment (e.g., MOUs)
  - c. Other Network Partners
    - Roles
    - Nature of relationship to the Network
- V. Infrastructure, Training & Processes for Services
  - a. Intake & Referral Processes
    - Intake policies & processes (e.g., points of entry, conflict checks, eligibility criteria, key policies (e.g., privacy, mandatory reporting), access & accommodations (e.g., language, physical))
    - Referral policies & processes (e.g., issue spotting, process of referral, information sharing, tracking, inter-network referrals)

- b. Communication & Training of Staff & Partners
  - Training (who, how, when & how often; structure; content)
  - Data sharing (with whom, how, what, controls)
- c. Technology Integration
  - Public elements, Intra-network elements

VI. Ensuring Success & Evolution

- a. Promotion
  - Awareness-raising for clients/public (e.g., marketing, outreach)
  - Awareness-raising for public (e.g., marketing, outreach, training)
  - Sustainability
- b. Evaluation, Quality Assurance, Assessment
  - Information collection (e.g., outputs & outcomes, quality assurance, client satisfaction and/or complaints)
  - Information evaluation & integration (e.g., team meetings, modifications to Network, resolution of complaints)

VII. Documents (Appendices)

- Logic Model, Plan
- Budget
- Timeline
- Job Descriptions, resumes
- Policies, procedures, protocols
- Forms & Documents
  - Intake
  - Referral
  - Release
  - Client Satisfaction
  - MOUs, other agreements
  - Member information