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
     o Intake
     o Referral
     o Release
     o Client Satisfaction
     o MOUs, other agreements
     o Member information