**Implementation Plan template**

List all the tasks, processes and events that will need to be completed before your social business can begin trading. Put them in sequential order of start date, earliest first. Where the completion of one is dependent upon the completion of another, say which one(s) it is dependent upon in the third column. Add new rows as necessary.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No. | Task, process or event | Dependent upon | Earliest-latest start date | Earliest-latest end date |
| 1 |  |  | e.g. 1/10-15/11 2015 |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

Using the above as a guide, draw up a list of all the tasks that need to be carried out. Break down the processes into their constituent tasks. Think of each task as a discrete objective that needs to be achieved. This will help you fill in the rest of the columns. Add new rows as necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Task | Target completion date | Who is responsible for ensuring completion? | How will it be done? | What resources are required and where will they come from? | How will progress and success be monitored and measured? |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |

Having considered these tasks in detail, has it become apparent that some of your objectives are unrealistic? If so, fill in this table:

|  |  |  |  |
| --- | --- | --- | --- |
| Unrealistic objective | Nature of the problem | How critical is it? | What can be done to resolve the problem? |
|  |  |  |  |
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