

90-Day Implementation Steps Worksheet (CHEAT SHEET)

<p>Accomplishment/Action Title (what)</p> <p><i>List the accomplishment from the timeline.</i></p>	<p>Strategic Direction</p> <p><i>List the direction this addresses.</i></p>	
<p>Intent: (why)</p> <p><i>What is your overall objective?</i></p>	<p>Start Date:</p> <p><i>When does this start?</i></p>	<p>End Date:</p> <p><i>When does this end?</i></p>
<p>Implementation Steps (how)</p> <ul style="list-style-type: none"> - <i>List the steps to complete this accomplishment.</i> - <i>Start each step with a verb that captures the action. Make it concrete.</i> - - - - - - 	<p>Who</p> <p><i>Who is involved in each step?</i></p>	<p>When</p> <p><i>When is each step completed?</i></p>
<p>Coordinator:</p> <p><i>Who owns this?</i></p> <p>Team Members:</p> <p><i>Who is on the team?</i></p>	<p>Collaborators/partners</p> <p><i>Who needs to be involved outside of the team for this to succeed?</i></p>	<p>Evaluation Measures</p> <p><i>How will you know you succeeded?</i></p>
		<p>Additional Resources Needed</p> <p><i>What additional resources (human, financial, time, etc) are needed to do this?</i></p>