Trustee freehold implementation plan -template 2

# Implementation plan template

This template is one of two implementation plan templates prepared to assist trustees roll out the freehold option in their community.

**Instructions**

Below is a blank template for you to complete. Complete one template for each phase of your implementation of the freehold option; add sections for additional goals or objectives as needed.

Adapt this tool as you see fit for your community.

The following brief description of each section will help to guide your work.

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| --- | --- |
| Freehold phase | What phase of the implementation plan. |
| Goal | Write a broad statement of what you hope to accomplish related to this phase. |
| Objectives: | Describe the specific measurable end-products of your intervention. Objectives should be SMART: specific, measurable, achievable, realistic, and time-framed.  [Note: When writing your objectives, consider using the ‘Objectives with focus’ tool.] |
| Actions | Outline the steps you will take to achieve each objective. The actions are the ‘how’ portion of the action plan. It is best to arrange actions chronologically by start dates. Place each action in a separate row and add as many rows as you need to the template. |
| Progress | You may wish to track your progress. Progress would be measured against: completing the listed Actions, achieving the set Objectives and ultimately reaching the goal for that phase of the implementation plan. |
| Timeline | State the projected start and end date for each action. |
| Resources required | Include all resources needed for this action step. (Examples: funding, staff time, space needs, supplies, technology, equipment, and key partners.) |
| Lead person/ Organisation | Identify by name the key person who will initiate the action, provide direction for the work, and monitor progress. |
| Anticipated result | Describe the direct, tangible and measurable results of reaching the objective (Examples: product or document, agreement or policy, decision) |
| Progress notes | Track progress of completion of actions and/or objectives. Also note any unexpected outcomes, both positive and negative. |

**[Name of Trustee Foundation]**

**[Name of Community] Freehold Implementation Plan**

**Date created: Date reviewed/updated:**

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| --- |
| **Freehold implementation phase:** [*Trustee Foundation*] |
| **Goal:** Trustee is satisfied that it and the community are in a position to proceed with preparing a freehold instrument. |

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| --- | --- | --- |
| **What is required to be in a position to proceed with preparing a freehold instrument** | | |
| **Objectives** | **Date** | **Progress notes** |
| 1. *Trustee members understand implications of granting freehold in the community* |  |  |
| 1. *[insert any other objectives]* |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Objective #1:** *By [DATE], trustee understands what ownership of freehold means for individual and community.* | | | | | |
| **Action plan** | | | | | |
| **Actions** | **Target date** | **Resources required** | **Lead person/ Organization** |  | **Progress notes** |
| *Information session provided by department* |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- |
| **Objective 2:** | | | | | |
| **Action plan** | | | | | |
| **Actions** | **Target date** | **Resources required** | **Lead person/ Organization** |  | **Progress notes** |
|  |  |  |  |  |  |

[*Example information]*