

Step 5: Implement Your Plan



You've come a long way! You've assessed community child care needs, identified and secured resources, selected strategies . . . now it's time to implement your carefully laid-out plans. As the work ramps into high gear, keep an eye on your project goals and desired outcomes. Check out the sample Project Plan and supporting resources in the Templates section.



What are the most important aspects of implementation? Clear communication, maintaining momentum, and quickly addressing any barriers that arise. Successful solutions require dedication and determination along with creative and critical thinking.

ACTION ITEMS	PERSON RESPONSIBLE	TIME FRAME	OUTCOMES/NOTES
Develop a project plan which outlines the step-by-step process you need to follow for each selected strategy .			<i>Keep your project goals and desired outcomes within sight at all times. Remembering your project scope will prevent you from getting sidetracked.</i>
Clearly define roles, responsibilities and timeframes for each step of the way.			
Earmark the funds and resources needed to implement each part of each strategy.			
Monitor and measure progress . Are you meeting project deadlines? Is the team communicating well?			
Document the activities and outcomes. Keep track of who is doing what, when, and how.			<i>What is working? What needs work? Record ideas, questions and realizations you have along the way. Lessons learned are valuable and free.</i>



Step 6: Evaluate & Improve

As your plans become reality, be sure to maintain an evaluative approach. Ask the team, “Did things go as expected? How could the process be improved or streamlined?” An open mind will help you be responsive and flexible as you identify new barriers and solutions along the way to success.

ACTION ITEMS	PERSON RESPONSIBLE	TIME FRAME	OUTCOMES/NOTES
How do you plan to measure and evaluate your work? Consider qualitative feedback and quantitative information.			Check out Evaluation Resources .
Collect data to measure changes resulting from your project work.			<i>Establish a baseline at the onset of your work, related to your project goals. This is the data you will measure against to determine results; for example, how many new infant slots have been created? Is afterschool care available in three new locations?</i>
Identify strengths and areas for improvement .			
Edit goals and plans as needed.			
Assess budget and sustainability ; update the project budget as needed.			
Implement revisions. <i>Keep building, growing and improving!</i>			