



TEMPLATE FOR THE
IMPLEMENTATION
PLAN



NAME OF YOUR NETWORK
Implementation Plan for the delivery of
NAME OF YOUR STRATEGY / ACTION PLAN
in *NAME OF YOUR CITY*

Table of content

SECTION 1 – General information	3
1.1. Identification of the strategy / action plan	3
1.2. Thematic scope of the strategy / action plan	3
1.3. Objectives of the strategy / action plan	3
1.4. Actions	3
1.5. Indicators	3
1.6. Monitoring & Review	4
1.7. Other aspects	4
SECTION 2 – Actions	5
2.1. Identification of the action	5
2.2. Description	5
2.3. Outputs	5
2.4. Link to strategy	5
2.5. Stakeholders	5
2.6. Work plan & time line	5
2.7. Budget & resources	5
2.8. Risk analysis	5
2.9. Action readiness	5
SECTION 3 – Overview table of the Implementation Plan for the delivery of <i>NAME OF YOUR STRATEGY / ACTION PLAN</i> in <i>NAME OF YOUR CITY</i>	7

SECTION 1 – General information

1.1. Identification of the strategy / action plan

This section should include the following information:

- Title of the strategy/integrated urban action plan this Implementation Plan is connected to
- Period it covers
- Responsible authority
- Governance context – How is the strategy / integrated urban action plan related to other policy instruments (e.g. interdependencies, hierarchy)? Which other actors play a role in governance of the strategy / integrated urban action plan?

1.2. Thematic scope of the strategy / action plan

In here you are meant to briefly summarise the thematic context and scope of the strategy / action plan addressed.

1.3. Objectives of the strategy / action plan

List the main specific objectives of the strategy / action plan and identify which of these objectives are addressed by this Implementation Plan¹.

1.4. Actions

List the actions that your city will implement to achieve the objectives of the strategy / action plan. You can give more detailed information about each action separately in Section 2 of this template.

- a. ...
- b. ...
- c. ...

1.5. Indicators²

In this section, please present:

- The **result indicators** of the strategy / action plan, including their baseline and target values and years
- The **output indicators** of the strategy / action plan, including their baseline and target values and years

¹ Refer to the URBACT Guide on Results Framework for more information about these concepts:

http://urbact.eu/sites/default/files/evaluation_guide_usu_final.pdf

² Idem

1.6. Monitoring & Review

Present how you will monitor the implementation of the actions presented in Section 2 of this Implementation Plan and their contribution to the objectives defined above. Also describe how you will review and update the Implementation Plan (if needed).

1.7. Other aspects

Please identify any other aspect relevant for the implementation of the strategy / action plan.

SECTION 2 – Actions

Fill in the following Action Fiche **for each Action identified in section 1.4.**

An Action in the context of this Implementation Plan is defined as an intervention that leads to the realisation of one or more outputs that directly contribute to the objective(s) of the concerned strategy/integrated urban action plan. Most actions will consist of a set of multiple related activities, work steps and intermediate deliverables that lead to the realisation of the output(s).

2.1. Identification of the action

- Title of the action
- Owner, actor responsible for implementation of the action

2.2. Description

Describe the action. What will you do concretely? What are purpose and rationale of the action?

2.3. Outputs

What will be the end product(s) of the action? What output indicator (1.5.) will these contribute to?

2.4. Link to strategy

What objective(s) and result indicator(s) of the strategy / action plan will the action and its outputs contribute to (refer to 1.3. and 1.5.)?

2.5. Stakeholders

Which stakeholders will be involved? What is the role of each stakeholder? Don't forget to describe the role of the owner of the action.

2.6. Work plan & time line

What are the consecutive work steps of the action? When will each step be completed? What are the intermediate products / deliverables produced in each work step? Are there interdependencies with other actions?

2.7. Budget & resources

What is the total budget needed to implement the action?

2.8. Risk analysis

Describe risks and how you will mitigate them. Categorise risks (high / medium / low).

2.9. Action readiness

Is the action ready for implementation (select option)?

- Ready to go
- Almost ready – a few points need some further work, we can start in the near future
- Not ready yet – multiple points of the action need more work and this will still take much time

SECTION 3 – Overview table of the Implementation Plan for the delivery of NAME OF YOUR STRATEGY / ACTION PLAN in NAME OF YOUR CITY

In this table you can present the actions described in Section 2, grouped by the specific objective of your strategy / integrated urban action plan they contribute to.

OBJECTIVE	RESULT INDICATOR	OUTPUT INDICATOR	ACTIONS	ACTION READINESS	IMPLEMENTATION PROGRESS
As listed in 1.3.	As listed in 1.5.	As listed in 1.5.	From Section 2	From 2.9.	Not started / Ongoing / Completed
Objective 1	Result indicator 1.1	Output indicator 1.1	Action a.		
		Output indicator 1.2	Action b.		
	Result indicator 1.2	Output indicator 1.3	Action c.		
		Output indicator 1.3	Action d.		
Objective 2					