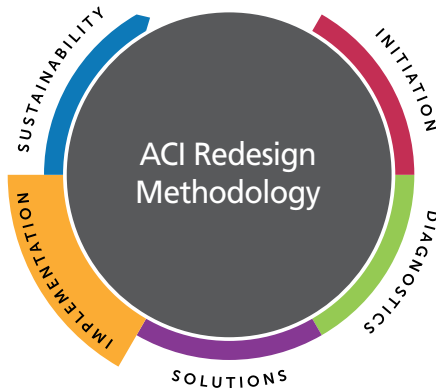# IMPLEMENTATION SCHEDULE

Implementation

ACI Redesign Methodology

Implementation schedule

The implementation schedule is a more specific project schedule, specifically developed as the road map for when the project goes live. Attention to planning will set your implementation up for success.

Implementation

The purpose of this phase is to effectively implement the solutions you have developed, so they become the new way of working.

Key points

1. Identify tasks and timeframes

A well designed project implementation schedule identifies and describes what new solutions will deliver and within what timeframes. Essentially, the implementation schedule identifies the activities, tasks and responsibilities for implementation and aligns these to an agreed timeline. This timeline is monitored closely and any issues or delays are escalated as appropriate.

2. Sequence

In the schedule, the solutions should be documented and numbered as headings. Underneath each heading, list the tasks required in order to implement the solution. Include a start date for the initial task and dates assigned to the subsequent tasks, with an end date identified for the last task in the sequence. This information provides you the timeline for the solution and a person responsible.

3. Overlapping and dependencies

One task often follows on from the completion of the previous task, but sometimes there will be an overlap between tasks that can be done in tandem. Overlap can be good because it can reduce the time for project implementation. There are occasions where one task can't be commenced until the preceding task is finalised. In this instance the preceding task is known as a dependency.

4. Steering committee agreement

When all the components of the schedule for project implementation are identified and documented, the steering committee will be required to sign off on the schedule. This is an important step as the steering committee will often positively influence the project progress by being an enabler for some of the tasks.

Considerations and tips

Planning for the implementation will set you and the project team on the right path to success. Here are some things to consider.

Establish a timeline

The timeline should identify regular opportunities for the implementation team to check in on progress. While some solutions will take time to develop and implement, generating and documenting quick wins in the timeline may provide momentum for the implementation.

Define objectives and outcome measures

Reporting and assessing of agreed measures at set time points will help to track the implementation progress, identify whether objectives are being achieved and evaluate the success of implementation.
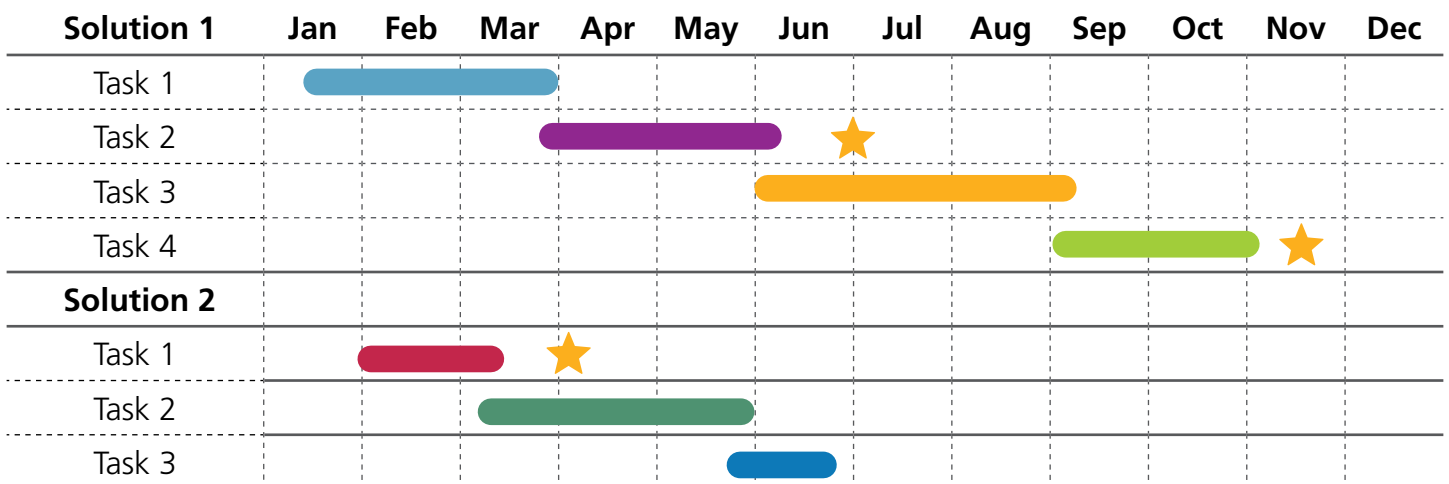
Set roles and responsibilities

Each solution that is identified should clearly state who will be responsible for implementing the change and the agreed steps and timeframes.

The implementation lead must monitor this and help to develop strategies if things drift off track.

Change management

The success of the implementation not only requires completion of the tasks to put a solution in place, but also a change management strategy to embed new behaviours. Specific tasks to drive changes in behaviour may be included in this schedule or in a separate change plan.

Implementation timeline

Solution 1	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Task 1												
Task 2						★						
Task 3												
Task 4											★	
Solution 2												
Task 1			★									
Task 2												
Task 3												

Further information

[My Health Learning Log in Form](#) – Redesign Implementation (202464792): Introduction to Implementation Planning

Next steps

Project implementation can be the most challenging phase of project management. Don't forget to celebrate the wins and be honest about the things that still need to be fixed.