

Sample Implementation Plan

1. Communication

1.1 Communication between client & TMP

Example Timescale	Action	Completed (Y/N)	By whom (Initials)	Date of completion
w/c	Client/TMP			
00/00/2007	CLIENT			
00/00/2007	TMP			

1.2 Meet with Client

Example Timescale	Action	Completed (Y/N)	By whom (Initials)	Date of completion
w/c	CLIENT/TMP			
00/00/2007	CLIENT/TMP			
00/00/2007	CLIENT			
00/00/2007	CLIENT			
00/00/2007	TMP			
00/00/2007	CLIENT			
00/00/2007	TMP			
00/00/2007	CLIENT			
00/00/2007	CLIENT			

1.3 Meet with key CLIENT stakeholders

Example Timescale	Action	Completed (Y/N)	By whom (Initials)	Date of completion
w/c	CLIENT/TMP			
00/00/2007	CLIENT/TMP			
00/00/2007	CLIENT/TMP			
00/00/2007	CLIENT/TMP			
00/00/2007	CLIENT/TMP			
00/00/2007	CLIENT/TMP			

1.4 Communication between TMP & CLIENT External Partners

1.4.1 Meet with key external stakeholders