

## Sample Implementation Plan

| 1. Communication                                   | Example Timescale | Action     | Completed<br>(Y/N) | By whom<br>(Initials) | Date of<br>completion |
|--|-------------------|------------|--------------------|-----------------------|-----------------------|
| 1.1 Communication between client & TMP             | w/c               | Client/TMP |                    |                       |                       |
| Confirm CLIENT Project Team                        | 00/00/2007        | CLIENT     |                    |                       |                       |
| Confirm TMP Implementation Project Team            | 00/00/2007        | TMP        |                    |                       |                       |
| 1.2 Meet with Client                               | w/c               | CLIENT/TMP |                    |                       |                       |
| Review implementation plan via meeting             | 00/00/2007        | CLIENT/TMP |                    |                       |                       |
| De-brief of issues/hotspots/successes/expectations | 00/00/2007        | CLIENT     |                    |                       |                       |
| Acquire organisation chart                         | 00/00/2007        | CLIENT     |                    |                       |                       |
| Present draft SLA                                  | 00/00/2007        | TMP        |                    |                       |                       |
| SLA signed off                                     | 00/00/2007        | CLIENT     |                    |                       |                       |
| Present draft KPIs                                 | 00/00/2007        | TMP        |                    |                       |                       |
| KPIs signed off                                    | 00/00/2007        | CLIENT     |                    |                       |                       |
| Contract signed off                                | 00/00/2007        | CLIENT     |                    |                       |                       |
| 1.3 Meet with key CLIENT stakeholders              | w/c               | CLIENT/TMP |                    |                       |                       |
| Stakeholder 1                                      | 00/00/2007        | CLIENT/TMP |                    |                       |                       |
| Stakeholder 2                                      | 00/00/2007        | CLIENT/TMP |                    |                       |                       |
| Stakeholder 3                                      | 00/00/2007        | CLIENT/TMP |                    |                       |                       |
| Stakeholder 4                                      | 00/00/2007        | CLIENT/TMP |                    |                       |                       |
| Stakeholder 5                                      | 00/00/2007        | CLIENT/TMP |                    |                       |                       |

## 1.4 Communication between TMP & CLIENT External Partners

## 1.4.1 Meet with key external stakeholders

1 v1 19/11/2007