# Workplan Template

This template should be used to develop a detailed workplan as the first task in the implementation of each Implementation Strategy.

A specific organization will be named as the convening or lead organization for each Implementation Strategy, and will be responsible for coordination and completion of the workplan, including confirmation of target timeframes and identification of contingencies.

The Executive Committee and MCPI Staff will review these workplans to identify conflicts and/or synergies between workplans.

## Implementation Strategy

<Include strategy from Framework>
<List priority from Framework>

## Responsible Entities

<List responsible entities>
<Identify convening/lead organization and contact person>
<List individuals/organizations that will participate in the implementation of this strategy>

## Target Timeframe

<List original timeframe>
<Describe revised timeframe, based on workplan development>

## Measurable Results

<Identify specific measurable results for this strategy>

## Resources

<Describe staff, technical, other resources needed to successfully complete this strategy>

## Contingencies / Obstacles

<Describe any obstacles that may be faced in the implementation of this strategy and propose contingencies that will address these obstacles>

## Checkpoints

<List proposed months for report or checkpoint to Steering Committee>

## Tasks

<Use the following table to describe the specific tasks to be completed as part of this strategy. Depending on the complexity of the strategy, it may be appropriate to include multiple phases, to add additional information, or to explicitly identify dependencies>

*note: will be available as excel workbook*

| # | Task | Owner | Est Time | Date Due | Status | % Complete |
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