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Women in Technology :

Middle East and North Africa

# Business Planning For Sustainability

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## Community Technology Center Implementation Guide Template



INSTITUTE OF  
INTERNATIONAL  
EDUCATION

## Develop an Implementation Plan

The following “implementation plan” worksheets provide space to outline goals and monitor progress as you develop your Community Technology Center (CTC) Business Plan. This tool is designed to help you target specific development and implementation goals each month during the initial four-quarter period. The worksheets initially focus on the first 3-month period as you create your Business Plan. The focus of the worksheets then shifts to the next 9-month period during which you will implement a cost recovery model for your CTC using the Business Plan you developed.

## Implementation Time Line

Use the first worksheet to develop a general “Implementation Time Line” with your major goals for each month during the first year.

In the “Dates” column, enter the actual calendar date ranges that correspond with each month as you develop and implement your Business Plan to sustain your CTC.

In the “Implementation Goals” column, enter a brief description of the major goals you wish to attain during each month. Focus on creating realistic goals for each quarter that can be accomplished during a 4-12 week period.

Once completed, this time line will serve as a general guide to help ensure focus on the goals you’ve established for developing a sustainable cost recovery model at your CTC.

Quarters	Months	Dates	Implementation Goals
1st Quarter	Month 1		
	Month 2		
	Month 3		
2 <sup>nd</sup> Quarter	Month 4		
	Month 5		
	Month 6		
3 <sup>rd</sup> Quarter	Month 7		
	Month 8		
	Month 9		
4 <sup>th</sup> Quarter	Month 10		
	Month 11		
	Month 12		

## Quarterly Implementation Plan Details

Once you set your high level goals, expand these goals using the additional quarterly “Implementation Plan” worksheets. These worksheets provide space for developing the details associated with each of your development and implementation goals during each quarter. When developing your initial Implementation Plan, leave the “Summarize Your Accomplishments” and “Items Transitioned to Next Quarter” sections blank.

### Set Your Goals

In this section of the quarterly worksheets, list the development and implementation goals that you outlined in the “Implementation Time Line” form. Next to each goal, list descriptions of the results you wish to achieve. Also, determine who will be responsible for monitoring the progress of each goal, checking on the status of pending action items, and reporting any delays that will impact their successful completion. Add their names to the worksheet next to their assigned goals. Keep in mind that the individuals responsible for monitoring progress may not be the same individuals responsible for completing the tasks associated with each goal.

### Achieve Your Results

After detailing the results you wish to achieve with the completion of each goal, determine the major tasks that must be completed to achieve these results. List each major task as an “action item” in this section of the quarterly worksheets. Include the goal number(s) associated with each action item and any constraints or dependencies that will influence when a task can be started or completed. Then list the name of the individual(s) responsible for completing each action item. List the target completion date(s). Use the check box to indicate when each item has been completed.

### Summarize Your Accomplishments

At the end of each quarter, review the goals and action items that you targeted for completion that quarter. In this section of the worksheets, include a brief summary of each goal that was accomplished during the quarter. You may want to provide details regarding any significant barriers that you overcame during the quarter to accomplish your goals.

### Items Transitioned to Next Quarter

If you are not able to complete some of your action items or goals during the quarter, but they are still needed for the successful implementation of a cost recovery model at your CTC, list them in this section of the worksheets so they can be transitioned into your

Implementation Plan for the next quarter. Incomplete items that are no longer needed should not be listed in this section. Only include those items which will help you keep your progress on track and contribute to the success of your Center.

## Completed Implementation Plan

Once your initial "Implementation Plan" has been developed, use and update the plan to monitor your progress and shift goals and responsibilities if needed. If action items you include in your initial plan prove to be unnecessary or counter to the results you wish to achieve, restructure your plan as needed throughout the Business Plan development and implementation process.

### Best Practice:

Set up a folder on your computer directory titled *Business Planning for Sustainability*.

Inside this folder, create a folder titled *Implementation Plan*.

Because this is a template, you will need to select File > Save As from the Menu Bar. Name your completed template *Quarterly Goals*; choose the Implementation Plan folder from the Save In drop-down selection arrow and select OK to save.

Quarters	Months	Dates	Implementation Goals
1st Quarter	Month 1		
	Month 2		
	Month 3		
2 <sup>nd</sup> Quarter	Month 4		
	Month 5		
	Month 6		
3 <sup>rd</sup> Quarter	Month 7		
	Month 8		
	Month 9		
4 <sup>th</sup> Quarter	Month 10		
	Month 11		
	Month 12		

## Set Your Goals:

List one or more goals below that you wish to accomplish during the 1<sup>st</sup> quarter. Include details regarding the results you wish to achieve, and assign one or more individuals who will be responsible for monitoring and reporting the progress of each goal during the quarter.

Goal #	1 <sup>st</sup> Quarter Goals	Results to Achieve	Responsible for Monitoring
1			
2			
3			
4			
5			
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7			
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10			
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## Set Your Goals:

List one or more goals below that you wish to accomplish during the 2<sup>nd</sup> quarter. Include details regarding the results you wish to achieve, and assign one or more individuals who will be responsible for monitoring and reporting the progress of each goal during the quarter.

Goal #	2 <sup>nd</sup> Quarter Goals	Results to Achieve	Responsible for Monitoring
1			
2			
3			
4			
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10			
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## Set Your Goals:

List one or more goals below that you wish to accomplish during the 3<sup>rd</sup> quarter. Include details regarding the results you wish to achieve, and assign one or more individuals who will be responsible for monitoring and reporting the progress of each goal during the quarter.

Goal #	3 <sup>rd</sup> Quarter Goals	Results to Achieve	Responsible for Monitoring
1			
2			
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## Set Your Goals:

List one or more goals below that you wish to accomplish during the 4<sup>th</sup> quarter. Include details regarding the results you wish to achieve, and assign one or more individuals who will be responsible for monitoring and reporting the progress of each goal during the quarter.

Goal #	4 <sup>th</sup> Quarter Goals	Results to Achieve	Responsible for Monitoring
1			
2			
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