<div align="center">**Sample Policy Implementation Plan**</div>

Policy activity: *Insert name of policy activity here*

Policy activity timeframe: *Insert timeframe of the policy activity here*

<div align="center">**Please note: this is a guide only. Please adjust to suit your policy activity.**</div>

Activity	Key actions	Timeframe	Responsible officer
Development of implementation tools	*Consider things such as printing, printing costs, IT support*		
Risks to Implementation	*Who will develop the risk plan? Who do they need to consult with? Attach the risk plan as an Annex to this Implementation Plan.*		
Communication Plan	*Consider what communication methods will be used at each stage of the implementation. Allocate responsibility and time for drafting communication materials, obtaining relevant approvals and sending the materials once approval is received.*		

Implementation	*Break down the steps to implement the policy here. Include as much detail as possible.*		
Post-implementation support	*Eg: Who will help MEHA staff with questions and practical issues and how stakeholders will be notified of their contact details.*		
Post-implementation issues management and escalation process	*State how issues will be tracked, monitored and escalated. Set clear guidelines for escalating issues depending on their level of complexity, as well as timeframes for resolving issues at each level. Explain how you will communicate these details to implementation staff.*		
Review	*State your plans for reviewing the implementation process and when you will complete a review report. Also state who you will provide the report to and when.*		