

Appendix C: Implementation Plan Template

Sexual Harassment Prevention Implementation Plan	
Steps to Completion	

Step 1	Complete a thorough assessment of worker experiences and organizational policies and practices.
Step 2	Analyze the results and put the top 3 findings into the Assessment Findings worksheet below. Limiting the number of issues increases your organization’s chances of success and supports clarity of purpose for all stakeholders.
Step 3	Enter 1-3 SMARTIE goals for each finding. These are Specific, Measurable, Attainable, Related, Time bound, Inclusive, and Equitable. One year is a good time frame because longer time frames tend to dilute stakeholder engagement and risk them getting sidetracked by other priorities. It is better to achieve what you say you will do than to erode worker trust and organizational motivation because of overreaching.
Step 4	Fill out the implementation work plan with measurable interventions that support your goal(s).
Step 5	Reassess and repeat this process every year using the same metrics.

ASSESSMENT FINDINGS
<p>ASSESSMENT RESULT OVERVIEW:</p> <p>NOTABLE FINDINGS, RELATED DATA POINTS, AND CONSIDERATIONS</p> <ul style="list-style-type: none"> ➤ Notable finding 1: ➤ Notable finding 2: ➤ Notable finding 3: <p>RELEVANT DEMOGRAPHICS</p> <ul style="list-style-type: none"> •

SAMPLE IMPLEMENTATION WORK PLAN
NOTABLE FINDING 1
SMARTIE GOAL(S) - LIMIT TO 3
<ol style="list-style-type: none"> 1. 2. 3.

<p>A. IDENTIFY ONE INTERVENTION FOR EACH GOAL</p>	<ul style="list-style-type: none"> ● What is the intervention? <ol style="list-style-type: none"> 1. Who will benefit? 2. What are potential unintended consequences to watch out for?
<p>B. AGREE ON MILESTONES & PROGRESS METRICS</p>	<ul style="list-style-type: none"> ● What is your 3-month milestone? <ol style="list-style-type: none"> 1. Progress metric 1: 2. Progress metric 2: ● What is your 6-month milestone? <ol style="list-style-type: none"> 1. Progress metric 1: 2. Progress metric 2: ● What is your 9-month milestone? <ol style="list-style-type: none"> 1. Progress metric 1: 2. Progress metric 2:
<p>C. IDENTIFY 3 MAIN TASKS FOR EACH INTERVENTION (strategy development, communications, services, convening, funding, testing, etc.)</p>	<ul style="list-style-type: none"> ● What is Task 1? <ol style="list-style-type: none"> 1. Who will take the lead? 2. What kind of budgeting will they need? 3. What other considerations do we need to incorporate? ● What is Task 2? <ol style="list-style-type: none"> 1. Who will take the lead? 2. What kind of budgeting will they need? 3. What other considerations do we need to incorporate? ● What is Task 3? <ol style="list-style-type: none"> 1. Who will take the lead? 2. What kind of budgeting will they need? 3. What other considerations do we need to incorporate?