



# IMPLEMENTATION PLANNING

This guide is meant to help move beyond the diagnostic phase into action. It will help you to summarize where you want to be and when you want to get there (Vision), how far the vision is from where you are now (Gap), and identify some possible strategies to get there.

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## STRATEGIC PRIORITY:

(Use one of these guides for each STRATEGIC PRIORITY from the 10K VIEW Diagnosis.)

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## VISION:

(Based on where you would like the company to be at some specific point in the future)

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## GAP:

(Based on the gap between where the company is NOW according to the 'employee score' from the 10K VIEW plus the results from using other diagnostic tools and the VISION described above).

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## STRATEGIES TO CLOSE THE GAP:

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**GOAL STATEMENT:** From the work on the previous page, write a specific goal that you wish to achieve before you develop an action plan. Give the goal a deadline.

DEADLINE

M / D / Y

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ACTION STEPS	WHO IS RESPONSIBLE?
STEP 1.	
STEP 2.	
STEP 3.	
STEP 4.	
STEP 5.	
STEP 6.	
STEP 7.	





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## MONITORING AND PROGRESS REPORTING:

Use the table below to record progress on your action plan.

INDICATOR	PROGRESS	GOAL	GAP
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ACTION STEPS	COMPLETE OR ?	PROGRESS TO DATE
STEP 1.		
STEP 2.		
STEP 3.		
STEP 4.		
STEP 5.		
STEP 6.		
STEP 7.		