**Implementation Plan checklist**

1. **Sections[[1]](#footnote-1)**
   1. **Objective**

|  |  |
| --- | --- |
| **Present? Yes/No/Partly** | **Comments** |
|  |  |

Action points, if any:

* XXX

**1.2.1 Assumptions**

Does the section cover:

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments** |
| Resources |  |  |
| Finances |  |  |
| Delivery |  |  |
| Scheduling |  |  |
| Methodology |  |  |

Action points, if any:

* XXX

**1.2.2 Constraints**

Does the section cover:

|  |  |  |
| --- | --- | --- |
|  | **Present? Yes/No/Partly** | **Comments** |
| Resources |  |  |
| Finances |  |  |
| Delivery |  |  |
| Scheduling |  |  |
| Methodology |  |  |

Action points, if any:

* XXX

**1.3 Risk Assessment**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a risk register present? |  |  |
| Has it been completed? |  |  |
| Has there been a focus on preventive actions? |  |  |
| Are the risk owners clearly identified? |  |  |
| Has the follow-up column been completed? |  |  |

Action points, if any:

* *XXX*

**2.1 Management Overview**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a Management Overview grid? |  |  |
| Has it been completed? |  |  |
| Have roles clearly been identified? |  |  |
| Have responsibilities clearly been identified? |  |  |
| Is a Sustainability Unit mentioned? |  |  |
| Has the organigram of the Sustainability Unit been provided? |  |  |

Action points, if any:

* *XXX*

**2.2 Stakeholder Analysis**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a stakeholder analysis present? |  |  |
| Are internal stakeholders mentioned? |  |  |
| Are external stakeholder mentioned? |  |  |
| Does the analysis clearly mention the *current* status of each stakeholder? |  |  |
| Does the analysis clearly mention the *desired* status of each stakeholder? |  |  |
| Does the table contain any changes to its original version from C to D? |  |  |

Action points, if any:

* *XXX*

**3.1 Actions**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a table with actions? |  |  |
| Are the actions clearly listed? |  |  |
| Are the actions numbered? |  |  |
| Are the action numbers linked to the objective numbers? |  |  |
| Are there actions for each objective? |  |  |

Action points, if any:

* *XXX*

**3.2 Milestone and Deliverables**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a table present? |  |  |
| Are the milestones & deliverables clearly identified? |  |  |
| Are the quality criteria identified? |  |  |
| Are the dates/deadlines present for each milestone and deliverables? |  |  |
| Has a responsible person been identified for each milestone and deliverables? |  |  |

Action points, if any:

* *XXX*

**3.3 RACI Matrix**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a RACI matrix present? |  |  |
| Are all the stakeholders identified in the management overview present? |  |  |
| Are all the stakeholders identified in the stakeholder analysis present? |  |  |
| Lots of As[[2]](#footnote-2)? |  |  |
| Lots of Cs[[3]](#footnote-3)? |  |  |
| Are all tabs filled? |  |  |

Action points, if any:

* *XXX*

**3.4 Gantt**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is a Gantt chart present? |  |  |
| Is the timeline well defined? |  |  |
| Does the Expo use its own PM software? |  |  |
| Is the Gantt chart being kept up to date? |  |  |

Action points, if any:

* *XXX*

**4. Budget**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a budget present? |  |  |
| Are there estimates on sustainability objectives? |  |  |
| Are there estimates on sustainability actions? |  |  |

Action points, if any:

* *XXX*

**5. Monitoring & Evaluation**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is the M&E table present? |  |  |
| Are the indicators developed in the strategy present? |  |  |
| Are the data sources present for each indicator? |  |  |
| Is the timing present for each indicator? |  |  |
| Is the data manager present for each indicator? |  |  |

Action points, if any:

* *XXX*

**5.1 Performance Monitoring**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is the Performance Monitoring table present? |  |  |
| Are all the indicators developed in the strategy present? |  |  |
| Has the baseline been calculated? |  |  |
| Has the lifetime target been set? |  |  |
| Has the yearly/biyearly progress been set? |  |  |
| Has the % of target achieved been filled in at the end of the Expo? |  |  |

Action points, if any:

* *XXX*

**5.2 Issues and Change Management**

|  |  |  |
| --- | --- | --- |
|  | **Yes/No/Partly** | **Comments** |
| Is there a log present? |  |  |
| Are all columns filled in for effective management? |  |  |
| Is the log up to date? |  |  |

Action points, if any:

* *XXX*

**6. Documentation**

Please list any additional documents provided and any comments you might have and/or any action points to suggest.

1. **Overall evaluation criteria[[4]](#footnote-4)**

Please add a few lines on the document following each evaluation criterion.

1. Relevance

XXX

1. Coherence

XXX

1. Effectiveness

XXX

1. Efficiency

XXX

1. Impact / Long term sustainability

XXX

1. **Additional comments and suggestions for improvement to share with the organisers**

* XXXX
* XXX

1. When making comments or suggesting action points please keep in mind that they should address if the section is (i) complete, (i) relevant to the overall strategy, (ii) coherent with the overall plan, contributes to making the plan (iii) effective, (iv) coherent and (v) sustainable in the long term. [↑](#footnote-ref-1)
2. Rule #1 on RACI charting insists that only one person can be accountable for actions or decisions. [↑](#footnote-ref-2)
3. If there are too many Cs the task may never ever be completed. [↑](#footnote-ref-3)
4. Please refer to the OECD guidelines on the evaluation criteria: https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm [↑](#footnote-ref-4)