Local Implementation Roadmap

**Key Milestones**

- **Month 1**: Initial planning briefing
  - Implementation Plan signed off by HoS

- **Month 2**: Checkpoint Mtg
  - Training plan completed

- **Month 3**: Checkpoint Mtg
  - Working practice changes completed
  - Foundation training completed
  - Train the Trainer completed

- **Month 4**: Checkpoint Mtg
  - Benefits baselined
  - Go Live

- **Month 5**: Final Checkpoint Mtg
  - Staff Training completed

- **Month 6**: Staff Training completed

- **Month 7**: Staff Training completed

**Business Change**

- **Complete TNA**
- **Training Planning**
- **Train the Trainer**
- **Staff Cascade Training**

**Implementation Planning**

- Early Practice Change
- Working practice changes
- Assessment & Planning Foundation Training
- Comms planning

**Comms development & distribution**

- Benefits management

Regular fortnightly contact will be held between Business Advisor and Change Lead either via an on-site meeting or a conference call.