# Appendix E: Routemap implementation plan template

## Introduction

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| *Insert any relevant background information.* |

## Implementation plan – Planning and monitoring the Routemap

Refer to the approach outlined in the Routemap strategy and edit the following table to assist you in planning and monitoring the Routemap.

| **Application Step/task** | **Related template/supporting material** | **Who** | **By when** | **Progress** |
| --- | --- | --- | --- | --- |
| **Step 3 – Develop the Routemap strategy (support options/ workshop/ interviews)** | | | | |
| Complete the document review | Document list in **Step 3** |  |  |  |
| Prepare the Routemap strategy | Routemap report template |  |  |  |
| Obtain approval for the Routemap strategy | Routemap report template |  |  |  |
| **Step 4 – Plan how to implement the Routemap strategy** | | | | |
| Complete the first draft of the implementation plan (planning and monitoring table, assessment schedule, interview schedule, workshop schedule, application requirements) | Implementation plan template |  |  |  |
| Obtain approval for the implementation plan |  |  |  |  |
| Implementation plan review and monitoring |  |  |  |  |
| **Step 5 – Information gathering *(if this step is to be done in a workshop, consider the additional/alternative tasks required)*** | | | | |
| Briefing of Routemap support and participants | Refer to Routemap strategy |  |  |  |
| Manage completion of the assessments | Complexity and capability assessments |  |  |  |
| Preparation of interview questions (if applicable) | Example interview questions |  |  |  |
| Undertake interviews (if applicable) |  |  |  |  |
| Manage review of interview notes (if applicable) |  |  |  |  |
| **Step 6 – Conduct gap analysis** | | | | |
| Create complexity profile | **Step 6** |  |  |  |
| Collate capability assessments | **Step 6** |  |  |  |
| Create complexity-capability profile | **Step 6** |  |  |  |
| Development of the findings | Example findings/Routemap report template |  |  |  |
| **Step 7 – Agree findings** | | | | |
| Share and obtain approval for the findings | Routemap report template |  |  |  |
| Share the findings with relevant stakeholders (if applicable) | Refer to Routemap strategy/Routemap report template |  |  |  |
| **Step 8 – Develop recommendations to improve the project *(if this step is not done in a workshop, consider the alternative tasks required)*** | | | | |
| Agree workshop date(s) and participants |  |  |  |  |
| Management of workshop participation (stakeholder participation and requirements) |  |  |  |  |
| Management of workshop logistics (venue, timings) |  |  |  |  |
| Management of workshop facilitation (agenda, presentation material, note taking) | Routemap report template |  |  |  |
| **Step 9 – Plan how to implement the recommendations *(if this step is not done in a workshop, consider the alternative tasks required)*** | | | | |
| Agree workshop date(s) and participants |  |  |  |  |
| Management of workshop participation (stakeholder participation and requirements) |  |  |  |  |
| Management of workshop logistics (venue, timings) |  |  |  |  |
| Management of workshop facilitation (agenda, presentation material, note taking) | Routemap report template |  |  |  |
| **Step 10 – Integrate improvement plans into the project development activity** | | | | |
| Finalise the action plan and obtain approval | Routemap report template |  |  |  |
| Agree with workstream/action owners how the action plan will be integrated into existing activity/plans |  |  |  |  |
| Share the action plan and approach to integration with relevant stakeholders (if applicable) |  |  |  |  |