Appendix D: Implementation Plan Template

**Procedure title: Lead Director:**

**Procedure lead: Sponsor Group:**

|  |  |  |  |  |
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| **Objective** | **Action** | **Lead** | **Timescale** | **Progress/Outcome** |
| 1.Final version provided to the Risk and Datix Manager |  |  |  |  |
| 2. The procedure is properly disseminated and communicated throughout the Trust. |  |  |  |  |
| 3. Appropriate training is provided to staff. |  |  |  |  |
| 4. Implement monitoring arrangements.  |  |  |  |  |
| 5. Evaluate and plan for review.  |  |  |  |  |