

DG [Name]

Unit [Name]

Business Implementation Plan

**<Project Name>**

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# Introduction

*<Define the objectives of the business implementation plan:*

* *To consider the impact of the resulting product on the performing organisation*
* *To prepare the performing organisation to accept and use the outputs once they are delivered*
* *To manage the changes to the organisation that could occur as a result of implementing the product>*

# Impact On Processes

*<How the product of the project will affect already existing business processes in the performing organisation.*

*Define the new business processes in the performing organisation.>*

# Impact On People

*<Define the impact of the project implementation to the people using the product.>*

# Impact On the Organisational Culture

*<Is there any impact in the “culture aspects” from this project?*

*Analyse and evaluate the impact to the culture of the organisation.*

*Generally, organizational culture cannot be described directly, but can be observed in the capabilities and behaviour of the organisations members, the controlling methods, the forms of communication, and so on. Consciously and subconsciously, they determine the behaviour of the project team members and give them orientation, and defines what is regarded as good, valuable and desirable.*

*Look for a mission statement (old and/or new), the organisation of specific "social" events, etc. >*

# Business Implementation Strategies and Activities

*<Note that any project activates identified and described in this section should be planned and controlled as part of the overall project plan – they should appear in the Project Work Plan.>*

## 5.1 Communications Strategy

*<Describe a communications strategy that will facilitate the effective implementation of the Business Implementation Plan. Any regular communication activities should be included in the project's Communications Management Plan.>*

## 5.2 Timing and Milestones

*<Determine the business implementation timeline and milestones. Estimate the length of the Business Implementation period, and the extent of overlap with other project activities.>*

*<Develop a high level schedule for key business implementation activities.>*

## 5.3 Project Promotion Activities

*<Projects gain the support of both the internal and external project stakeholders through the use of suitable communication-related methods and instruments throughout the entire duration of the project. Project promotion increases management attention and facilitates the effective stakeholder acceptance of project outputs and outcomes*

*Project promotion is essentially an integral business implementation task that must be fulfilled by all project roles. Project promotion activities can be divided into project management and project output related activities. The larger the number of project promotion tasks that are important to the project's success, then these can be conducted as a separate sub-project.>*

## 5.4 Change Activities

### 5.4.1 Project Activities

*<Describe the activities that will fall within the projects direct responsibilities, and can be fully completed within the mandate of the project and by its end. >*

### 5.4.2 Change Activities for the Permanent Organization

*<Describe those change activities (and their goals) which are necessary but cannot be executed within the mandate, budget and deadline of the project. In this case, activities should be identified, described and "passed on" to the permanent organisation to carry out. >*

### 5.4.3 Post-Project Activities

*<Identify, describe and suggest any change (or change management) activities that need to take place after the project has finished. These could be activities that will be carried out by the permanent organization, or by other related projects. You can even go as far as recommending follow up projects that make the business implementation aspect of the project more successful.*

*Note that the expectations regarding any post-project work also influence both the scope of work to be carried out and the strategies for designing the project relationships with other work (other projects or operational work which happen in parallel or in the future).>*

## 5.5 Benefits Tracking

*<Identify, describe and recommend activities and metrics for measuring the benefits realisation of the project in the future. These activities can be implemented by the permanent organisation, or as part of a future project.>*

# Training Needs and Activities

*<Define the training needs of the people in the performing organisation due to the implementation.>*

## Appendix 1: References and Related Documents

<Use this section to reference (or append if needed in a separate annex) any relevant or additional information. Specify each reference or related document by title, version (if applicable), date, and source (e.g. the location of the document or the publishing organisation).>

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| --- | --- | --- |
| **ID** | **Reference or Related Document** | **Source or Link/Location** |
| 1 | *<Example of a related document>*  *<04.Project\_Handbook.XYZ.11-11-2013.V.1.0.docx>* | *<Example of a location>*  *< U:\METHODS\PM²@EC\Documents\>* |
| 2 | Project folder | *<Insert project folder location.>* |
| 3 | *<Example of a reference>*  *<"The Communication on Risk Management, SEC(2005)1327">* | *<Example of a source>*  *<20/10/2005, European Commission>* |