

Implementation and Accountability

Put the Action Agenda into Motion

Make ownership, timing, support, and measures visible.

For each action, name who owns the work, what support is needed, when progress will be reviewed, and what evidence will show that implementation is on track. Use the review routine to solve problems early, document decisions, and update the plan as conditions change.

Municipality

Implementation Lead / Coordinator

Plan Period / Date

1. Translate priorities into a simple implementation roadmap

PRIORITY / ACTION	LEAD OWNER	KEY PARTNERS	FUNDING / STAFFING / POLICY SUPPORT	TIMING / MILESTONE	MEASURE / EVIDENCE

Support may include: budget or settlement funds, staff time, contracts, training, policy approval, data access, or partner commitments.

2. Set the accountability routine before the work starts

REVIEW SCHEDULE

How often will progress be reviewed, and who will convene the review?

PROGRESS INFORMATION

What measures, spending, milestones, or implementation data will be reviewed?

SHARED ACCOUNTABILITY

Who receives updates, and how will barriers or missed milestones be addressed?

Cadence:

☐ Monthly

☐ Quarterly

Convener / standing meeting:

3. Use each review to learn, decide, and keep the plan current

WHAT IS ON TRACK?

Name progress, completed milestones, or evidence that the action is working.

WHAT NEEDS ATTENTION?

Name delays, barriers, missed milestones, or places where support is needed.

DECISION / ADJUSTMENT

What will change, who owns the next step, and by when?

Next review date:

How changes / decisions will be communicated:

READY TO IMPLEMENT WHEN:

☐ Each action has an owner

☐ Supports confirmed

☐ Measures / data named

☐ Review schedule set

☐ Update path agreed