**Steps to Creating Change:**

**Including Women in the Fire Service**

**Step 3 – Implementing the Plan**

## **Implementing your Plan**

The process of implementing a plan is to establish programs, budgets, and procedures for facilitating the achievement of your fire service’s goals.

## **Considerations with an Implementation Plan**

* Will my plan achieve the outcome I am looking for based on fire service vision, mission, values and objectives?
* Were the right people at the table when developing the plan?
* What will become permanent?
* How will I document these changes? (e.g., policy)
* How can I share these improvements with other divisions, departments, and agencies?
* How does this inform a new planning cycle?

## **Outlining the Programs**

Programs involve the steps and activities necessary to achieve the goals. If the goal is to hire two (2) female fire fighters, what steps are necessary for recruiting, selecting, training, and creating an inclusive culture to accomplish this goal?

## **Outlining the Budget**

The budget helps to list the detailed costs of each of the programs, along with identifying how the organization will allocate its financial resources to meet the goals.

## **Outlining the Procedures**

Procedures are the step-by-step process required to get the job done – actioning your plan and meeting your objectives. For example, with the recruitment process, what steps will you take.

## **Outline who is Responsible**

When building an implementation plan, it is imperative to identify all responsible parties. It is not necessary to identify people by name, however, use a position title at a minimum. If you are comfortable or it’s necessary to use a name, then add the individual’s name to the plan.

## **Outline the Timing**

Any Implementation Plan should have a timing component. The timing will hold those responsible to meeting the strategy objectives. It is not uncommon to have multiple times allocated to different people. For example, HR may be responsible for advertising within 15 days, meanwhile, a Fire Captain may be responsible for hiring within 90 days.

## **Creating an Implementation Plan**

Sample below.

| **IMPLEMENTATION PLAN** |
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| **Update Policies**  |
| **Programs:** | Identify existing policies requiring updates.  |
| **Budget / Resources:** | People, time. (approx. cost) |
| **Procedures / Actions:** | Review existing policies.Identify ownership.Identify necessary changes.Update policies.Implement policies. |
| **Responsibility:** | **Leadership:** leadership owns policies and must approve revisions. |
| **Timing** | 0-3 months  |