

Organisation [Name]

Department [Name]

Business Implementation Plan

**<Project Name>**

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* Text in green: can be customised. Should be recolored to black in the final version.
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# Introduction

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

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

# Impact On Processes

*<How the deliverables of the project will affect existing business processes in the performing organisation and/or in the organisation of the beneficiaries of the project. Define the new business processes. Refer to “as-is” and “to-be” process descriptions, if available>*

# Impact On People

*<Define the impact of the project implementation to the people in the performing organisation or to the beneficiaries of the project that are using the project deliverables. Change may cause resistance. Certainly if the change is substantial. The project’s client need to be aware of this and deal with it.>*

# 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 activities 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 (PWP).>*

## 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 or the relevant section of the Project Handbook (PHB).>*

## 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. Business implementation may continue after project closure. It is completed when the benefits, as described in the Business Case, are achieved, or can no longer be achieved.>*

*<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 (deliverables) 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. If the number of project promotion tasks is substantial, e.g. when dealing with many stakeholders, in many countries, industries, NGO’s, then promotion activities can be conducted as a separate sub-project.>*

## 5.4 Change Management Activities

*<WARNING: this section is NOT about the processing of change request to the project or its deliverables. This section describes the organisational change needed during and after the project, to achieve, over time, the expected benefits as described in the Business Case.>*

### 5.4.1 Project Activities

*<Describe the organisational change activities that will fall within the projects direct responsibilities, and can be fully completed within the mandate of the project and by its end. These activities should be aligned with and incorporated into the Project Work Plan (PWP)>*

### 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 or by the program this project is part of. This Business Implementation Plan (BIP) may even recommend follow up projects that make the business implementation aspect of the project more successful.*

## 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 as described in section 5.4.3.>*

# 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.11-11-2017.V.1.0.docx>* | *<Example of a location>**< U:\METHODS\ProjectX\Documents\>* |
| 2 | Project folder | *<Insert project folder location.>* |
| 3 |  |  |