



Danube Transnational Programme

INDEED

# COACH: Implementation

**INDEED**

Innovation for  
Dementia in the Danube Region

Project co-funded by the European Union  
A stream of cooperation

# Implementation: Summary

## INDEED

Implementation is a key part of the business plan. It serves as a guideline for a **timely and effective implementation** and consists of **four steps**:

- 1. Identify** individual objectives – **milestones** – that are essential for achieving the overall project goal.  
These milestones bring together all outcomes from the previous chapters: The staff you would like to involve, the financial plan you set up, the strategy to promote your project and many others.
- 2. Break** the **objectives down into single tasks** and **clarify responsibilities**. Consider how many financial and staff resources you have available at any given time.
- 3. Set a time plan** in which each task is paired with a specific time frame for completion.
- 4. Identify tasks that are critical** for the implementation of the project. A task is critical if the implementation of other tasks depends on it. Develop strategies to finish timely in case of a delay of these critical tasks.

# Implementation: Implementation Plan

## 1. Identify milestones

Task	Person responsible	Timeline: First year											
		Jan.	Feb.	March	June	July	Aug.	Sep.	Oct.	Nov.	Dec.		
Milestone 1: ...		[Yellow bar]											
Task 1		[Yellow]											
Task 2			◆										
Task 3				[Yellow]									
Milestone 2: ...		[Yellow bar]											
Task 1				◆									
Task 2					[Yellow]								
Task 3					[Yellow]	[Yellow]							
Milestone 3: ...		[Yellow bar]											
Task 1			[Yellow]										
Task 2				[Yellow]				◆					
Task 3									[Yellow]	[Yellow]	[Yellow]		

2. Break objectives down into single tasks and clarify responsibilities

3. Set a time plan

4. Identify tasks that are critical