Plan Overview

The following guidance should be used to develop an Implementation & Measurement Plan (IMP). This plan will assist you in planning how your project will be implemented and the ways you will measure achievement of its goals. Additionally, you will use this plan to inform your reporting against implementation milestones and outcome data to DHS on a quarterly basis.

Purpose and Use:

The IMP will help you to:

> **IMP Overview:**
> 1. **Plan** your Project
> 2. **Manage** implementation
> 3. **Report** Quarterly on Progress
> 4. **Assess** Progress

- **Plan** your project by outlining the activities to be accomplished, timeframes, inputs and resources needed (personnel, equipment, meeting space, et al.), and how project results will be sustained without DHS funding following the period of performance.
- **Manage** implementation of your project by enabling you to track progress against expectations and identify potential risks as they emerge.
- **Report** quarterly on your progress in implementing the project. Program analysts will compare your quarterly progress reports to the IMP to ensure that the project is achieving its stated goals and objectives as planned.
- **Assess progress** by identifying the performance measures, indicators, and data collection methods you will use to assess level and type of outcomes achieved as related to your goals, the data collection methods to be used, and the timeframes for collecting measurable outcome-level data. Some indicators may require collection of baseline data at the start of the project for comparison.

CP3 expects that the IMP will reflect the scope of your project and the size of the grant for which you were awarded. Larger projects, either in terms of budget or scope of activities, will require more detailed IMPs. Use the IMP template to create your plan. View this plan as a "stand-alone" document and assume that your audience has no prior background on your project. Where technical language, statistics, or facts are included please include footnotes for clarification or reference. This template includes all required elements arranged in a logical layout.

Please visit Implementation and Measurement Plan (IMP) Guidance for further guidance.