**Digital Strategy Implementation Plan Template**

This tool is designed to help you map out a high-level implementation plan for your digital strategy. The plan encourages you to identify high-level actions and goals related to developing, implementing, and reviewing progress on the rollout of your digital strategy over a two-year period. The tool is in Word format so you can change it in whatever way suits your purpose – or simply use it as a guide to create your own tool in another format.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Year 1 | | | | | | Year 2 | | | |
|  | 0-3mths | 3-6mths | Review/report | 6-9mths | 9-12 mths | Review/report | 12-18 mths | Review/report | 18-24 mths | Review/report |
| Digital Strategy | *E.g. Drafted* | *E.g. Signed off* |  |  |  |  |
| Governance and leadership |  |  | *E.g. Attain level 3 on Maturity Matrix* |  |  |  |
| People and culture |  | *E.g. Attain level 2 on Maturity Matrix* |  |  |  |  |
| Capacity and capability |  |  |  |  |  |  |
| Innovation |  |  |  |  |  |  |
| Technology |  |  |  |  |  |  |
| *Other…* |  |  |  |  |  |  |
| *Other…* |  |  |  |  |  |  |
| *Other…* |  |  |  |  |  |  |