

Start-Up Implementation Plan

Please provide a separate plan of your first 45 days of activities. In this plan please indicate all activities listed below that will be accomplished so that you can begin direct services of youth by the 46th day. Please attach additional pages if needed.

Action Task/Deliverable	Time Frame needed (# of Days)	Targeted Completion Date	Staff and Resources Required to Achieve Task by Target Date	Brief Narrative of Implementation Plan for Action Task
1. Appoint/Hire/Identify functional committee/person for oversight of program start up.				
2. Staffing/Hiring				
a. (identify each Staff Member)				
b.				
c.				
d.				
3. Staff Training and/or Certification				
4. Recruitment plan to serve youth				
5. Fiscal Infrastructure				
a. Separate Bank Account				
b. Accounting software or an accounting system that you will use to track your expenditures.				
c. Identified staff who will deal with the accounting system.				
6. Select and acquire program facility where services will be provided				