

IMPLEMENTATION PLAN

Toi Māori Exemplar

This implementation plan template is a tool to assist you in:

- **Setting clear goals:** it helps everyone understand what needs to be done and why.
- **Efficient use of resources:** ensures you manage your team, budget, and time wisely.
- **Time management:** keeping your kaupapa on track with deadlines and milestones.
- **Risk reduction:** helps you plan for potential challenges.
- **Reference:** provides a common reference point for all individuals involved.

Note: The implementation plan is divided into four reporting quarters. When completing your implementation plan, we recommend a minimum of ***four*** activities or tasks each quarter. Refer to the example for guidance.

Each activity or task can be tracked with this TASK STATUS indicator within your implementation plan. It is a quick reference guide for you to identify progress on each specific task or action.



Application Stage

When?	Activity/Task	Who?	Requirements	Challenge	Solution	Cost	Task progress
Think about when you will start each activity or task.	Explain or list the activity or task you need to complete.	Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else?	What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain.	What challenges might you face when completing this activity or task?	How will you solve this challenge? List or explain the steps.	How much money will you need to complete this activity or task?	<ul style="list-style-type: none"> • On track • Completed • Behind schedule
DD/MM/YY	Develop a business plan.	Myself, whanau, champion.	Business plan template. Device	Not scheduling time to complete.	Schedule and allow enough time to complete. Invest in an online or physical calendar. Reach out to my champion.	The cost of this will be my time. Free online calendar template.	▶
DD/MM/YY	Budget	Myself Paid services Suppliers/Retailers wholesalers Champion	Budget template Quotes Device	The quotes do not match what I asked for. Not obtaining the quotes before the application closes. No device	Be clear in my request. Schedule time to obtain quotes. Always obtain more than one quote. Borrow a device. Have my champion look over it.	The cost of this will be my time.	Choose an item.
DD/MM/YY	Complete Wave application	Myself, whānau	Business plan Implementation plan Budget Two references	Not scheduling time to complete the application.	Schedule time.	The cost of this will be my time.	Choose an item.

Quarter 1: July - September

When?	Activity/Task	Who?	Requirements	Challenge	Solution	Cost	Task progress
01/07/24	Create a Facebook and Instagram business page.	Myself, whānau, champion/expert	Computer or smartphone Entity name Internet connection	Not scheduling time to create. The business name is unavailable.	Use a digital and/or physical calendar to plan my time. Check that the name is available and create when registering my entity.	Laptop \$498 Planner \$40.00 Internet \$65 per month	Choose an item.
DD/MM/YY	Create a space in my whare for an art studio.	Myself, whānau	Washable walls Wet floor Workspace Drying Machine	Not enough space at home. Too expensive to create in my whare.	Contact other artists and galleries to check for any available space.	Own time and energy. Research tax breaks through IRD.	Choose an item.
DD/MM/YY	Purchase essential art supplies and equipment.	Myself, suppliers, and wholesalers	Art supplies and equipment list, budget	Unavailability or high prices of preferred supplies. Quotes are no longer current.	Source alternative suppliers. Seek bulk purchase discounts. Request an updated quote.	Canvas/sketch books \$2000 Brushes/palette knives \$350 Acrylic paint \$630 Artist palette \$26.99 Easel \$269.99 Workbench \$396.44	Choose an item.

Quarter 2: October - December

When?	Activity/Task	Who?	Requirements	Challenge	Solution	Cost	Task progress
Estimate when you will start each activity or task.	Explain or list the activity or task you need to complete.	Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else?	What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain.	What challenges might you face when completing this activity or task?	How will you solve this challenge? List or explain the steps.	How much money will you need to complete this activity or task?	<ul style="list-style-type: none"> • On track • Completed • Behind schedule
02/10/24	Develop Artwork for my exhibition.	Myself.	Paint Canvas Brushes	Making time to create the artwork.	Schedule time and commit to the schedule.	My time.	Choose an item.
DD/MM/YY	Develop a portfolio of my art.	Myself, whānau, champion, paid services.	Enough art pieces to make up the portfolio. Device to take images of the artwork.	Not enough art pieces.	Make the schedule a priority.	My time.	Choose an item.
DD/MM/YY	Develop an art exhibition calendar to target my priority audience.	Myself, whānau, champion.	Robust marketing plan to engage priority audience. Calendar Graphic design services.	Struggling to identify my priority audience. Working to timeframes.	Identify networking opportunities. Building good supplier relationships. Prioritise my time by setting goals.	Graphic design services \$1000.00	Choose an item.

Quarter 3: January - March

When?	Activity/Task	Who?	Requirements	Challenge	Solution	Cost	Task progress
Estimate when you will start each activity or task.	Explain or list the activity or task you need to complete.	Who is going to take on the role of making this happen? Is it you, paid workers, whānau, or someone else?	What needs to happen, or what resources or equipment will you need to complete this activity or task? Please list or explain.	What challenges might you face when completing this activity or task?	How will you solve this challenge? List or explain the steps.	How much money will you need to complete this activity or task?	<ul style="list-style-type: none"> • On track • Completed • Behind schedule
06/01/25	Participate in a local art exhibition.	Myself, whānau, champion, art community.	Submission requirements, artwork preparation.	Missed deadlines, inadequate artwork preparation.	Set exhibition reminders. Dedicate time for artwork creation.	Entry Fees for five panels \$1265.00 Transportation of art \$875.00 Exhibition display costs \$349.75	Choose an item.
DD/MM/YY	Based on engagement from the local art exhibition update the sustainability plan.	Myself Enterprise Coach	Enterprise Coach Overview of my business performance to identify opportunities and challenges.	Missed my Enterprise Coach session. I haven't kept good records.	Keep good records. Time management.	Free of charge	Choose an item.
DD/MM/YY	Review the updated sustainability plan and action the improvements.	Myself, Enterprise Coach, whānau	Identify opportunities and challenges. Implement the new plan.	Lots of challenges to address. Underestimated the resources needed to implement.	Prioritise challenges. Request more hours with an Enterprise Coach.	Free of charge Look at free courses.	Choose an item.

Quarter 4: April - June

When?	Activity/Task	Who?	Requirements	Challenge	Solution	Cost	Task progress
DD/MM/YY	Evaluate my business performance over the past year.	Myself, Enterprise Coach, whānau, champion.	<ul style="list-style-type: none"> ○ Customer feedback ○ Finances (Income, Expenditure, Outstanding Invoices) ○ Business accounts ○ Tax records (IRD returns) ○ Inventory (Stock on hand) Equipment 	<p>We don't have adequate systems and processes to collect and manage the resources needed.</p> <p>Customer surveys still need to be completed.</p>	<p>Enterprise Coach or upskill in a bookkeeping and administration course.</p> <p>Ensure all customers receive the survey.</p>	<p>Enterprise Coach free of charge</p> <p>Bookkeeping Course \$1144.25</p> <p>Business Administration Course Free of charge</p>	Choose an item.
DD/MM/YY	Set new goals for the next year based on my annual review and how much we can grow.	Myself, and whānau, champion, Enterprise Coach	Annual goal setting to identify the opportunities and challenges	Planning for growth	<p>Get clear and understand the resources needed for the growth plan.</p> <p>Request more hours with an Enterprise Coach.</p>	Enterprise Coach Free of charge.	Choose an item.
DD/MM/YY	Finalise the sustainability plan.	Myself, consult with a business sustainability expert.	Draft a sustainability business plan. Expert advice	There is no sustainability pathway identified.	<p>Conduct a review of my products and services.</p> <p>Consult an expert.</p>	Enterprise Coach Free of charge.	Choose an item.