**Rule Implementation Plan Checklist**

EMT 5/01

Date Date

Planned Completed N.A.

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | **10/27/10**\_ | **11/03/10**\_ \_\_\_\_ | Develop rule and implementation plan. Include forms and templates. |
|  |  |  | Staff assigned: \_Andrea Matzke\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 2. | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_**X**\_\_ | Develop new enforcement guidance. |
|  |  |  | Staff assigned: \_\_\_NA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 3. | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_**X**\_\_ | Division 12 rules changes. |
|  |  |  | Staff assigned: \_\_\_\_NA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 4. | **10/04/10**\_\_ | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ | An FTE analysis must be completed in conjunction with: |
|  |  |  | Date: Date: Date:  PMT \_\_**09/20/10**\_\_ Lab **09/20/10** IT \_\_\_**NA**\_\_\_  MSD \_\_**NA**\_\_\_\_\_\_\_ Enf \_\_**NA**\_\_\_\_\_\_\_ |
|  |  |  | Staff assigned: \_Andrea Matzke and Koto Kishida\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 5. | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_**X**\_ | Additional staff will be hired for assigned work. |
|  |  |  | How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 6. | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_**X**\_\_ | Additional support staff hired for assigned work. |
|  |  |  | How many? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 7. | \_**TBD**\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_\_\_\_ | If work going to existing staff, date staff workload adjusted to accommodate new work. |
|  |  |  |  |
| 8. | \_**10/04/10**\_\_ | **11/17/10**\_\_ \_\_ | Date PMT agreed this work can be undertaken without additional resources. |
|  |  |  |  |
| 9. | \_\_\_\_\_\_\_\_\_ | **11/02/10 (ongoing)**\_\_ | Discussions with EMT during topic review. |
|  |  |  |  |
| 10. | \_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_ **X**\_\_\_ | Develop tracking tools or modify existing database to account for this work. Staff assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who will be responsible for ongoing work? |
|  |  |  | Staff assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 11. | **08/11**\_\_\_\_ | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ | Training plan and schedule developed. Training will be conducted for staff and managers by same team that wrote rule and implementation plan. This plan should be detailed enough to show why we are doing this new rule/policy; What steps staff need to go through to implement this new activity (e.g., in conjunction with an existing inspection, a separate inspection is needed, etc.); copies of any templates/forms/enforcement guidance; and, a schedule for providing the training to staff. |
|  |  |  |  |
| 12. | \_**10/11**\_\_\_ | \_\_\_\_\_\_\_\_\_ \_\_\_\_\_ | Date this training packet was placed on the intranet so staff can refer to it as needed. |
|  |  |  | Staff assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |  |
| 13. | \_\_\_\_\_\_\_\_\_ | \_**02/25/11**\_\_\_ \_\_\_\_ | Communication strategy developed. Staff assigned: Andrea Matzke\_\_\_  Who to call if questions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |