WORKSHEET 5T.2

DOWNLOAD THE PDF
Worksheet 5T.2: Implementation To-Do List (http://misadocuments.info/5T.2ToDoList.pdf)

IMPLEMENTATION TO-DO LIST

Use the space below to develop an implementation to-do list for your transition and business plans. You may find it helpful to create a to-do list for each functional area of the business (operations, marketing, human resources and finances). Regardless of how you choose to organize your list, be sure to note who will be responsible for each task and assign a deadline for completion. The to-do list typically is not included in a business plan; it is simply to help you organize the work ahead.

TASK	PERSON RESPONSIBLE	DEADLINE