
DEVELOPING YOUR IMPLEMENTATION TEAM

The work you have done throughout this process to engage stakeholders, identify champions, and plan implementation activities will be very helpful as you identify and invite Implementation Team members. Make sure to have your Stakeholder Spreadsheet from Step 1 as you work through the guidance below.

1. Add any new stakeholders

Update the **Stakeholder Spreadsheet** provided in Step 1 Task 3 with any new people who have shown strong interest and/or leadership in the process since you initially populated it. These people may have attended the workshops, helped significantly with public engagement, or provided other means of support to the process that show their willingness to invest their time and energy in climate resilience solutions. Think specifically about people from the different community systems, young people, members of under-represented communities, and elected officials as you update the spreadsheet. Doing so will help make sure you do not miss a group of people who should be considered for the Implementation Team.

2. Review and prioritize strategies

Review the **Strategy Implementation Spreadsheet** provided in Step 5 Task 1, identify the 5-10 highest priority strategies, and record them on the worksheet at the end.

3. Identify key people for each strategy

Next, identify several people for each strategy who would help keep that strategy moving forward. Start with the “Responsible Party” and “Implementation Partners” columns of the **Strategy Implementation Spreadsheet** as well as your **Stakeholder Spreadsheet** for ideas.

For each strategy, consider who leads the organizations involved in implementing that strategy and think about whether they would be a good fit for the Team. These people can be from within government, business, civic organizations, or just general informal leaders in the community, but they need to have strong influence in the sector or system responsible for implementing the strategy. If existing Task Force members would be good in this role for a particular strategy, be sure to include them in your list.

4. Include your Task Force members

Review the list of names you just wrote down and identify any Task Force members listed next to a strategy. We have found it is helpful to have approximately 1/3 of the Implementation Team members carry over from the Project Task Force, generally for a 1-year term, for continuity. Those who are well-respected and strong champions of the process in your community are other good choices for the Implementation Team.

If you do not yet have Task Force members listed on your worksheet, decide who you want to invite from the Task Force and determine whether they might be particularly helpful implementing specific strategies. Add them to your list.

5. Review the list

Are there individuals listed next to more than one strategy? If so, give them early consideration for a spot on the Implementation Team. Have you included representatives of all 5 community systems? What about youth and under-represented communities? Pay particular attention at this point to those who have particular influence in important community networks as well as those who could cause issues for the Team if they are not included. In some cases, it pays to include a person like that, but only if they are not a climate denier.

6. Invite to the team

Invite people onto the Implementation Team starting with those who will carryover from the Task Force. Then move to those who have not been involved to that degree. In some instances, it may be better for one of the Task Force members carrying on with the Implementation Team to invite a particular person.

These conversations should be one on one or two on one so that you can convey the expectations very clearly and answer any questions they might have. If the person being invited has not been very active in the process, be sure to provide enough information so they are up to speed with the process before making the ask.

7. Track your progress

Track the invitations and their responses in the [Stakeholder Spreadsheet](#). As with the development of the Task Force, entering information in to the [Stakeholder Spreadsheet](#) will help you develop a diverse Implementation Team that has all community systems covered. It will also provide a mailing list that you can use for formal communications.