IMPLEMENTATION PLAN TEMPLATE

	OBJECTIVE	**ACTION**	**RESPONSIBLE**	**DEADLINE**	**STATUS**
1.	Preparation and Stakeholder Engagement Gap Analysis Between Current Collaboration Frameworks and A-CDM	- Identify key stakeholders (ANSP, airport operator, airlines, ground handlers, etc.). - Organize awareness and information meetings - Conduct a Gap analysis between current collaboration frameworks and A-CDM	-	-	-
2.	Leadership Awareness	- Presentation for responsible leaders - Raise awareness among responsible leaders	-	-	-
3.	A-CDM Partners and Stakeholders	- Identify Partners and Stakeholders - Identify stakeholder activities, needs, and expectations - Define the roles and responsibilities of partners and stakeholders within the A-CDM framework	-	-	-
4.	A-CDM Organizational Structure	- Propose an A-CDM organizational structure	-	-	-
5.	A-CDM Objectives	- Define A-CDM objectives for the airport	-	-	-
6.	A-CDM Training	- Define A-CDM training needs - Conduct a train-the-trainer program - Raise awareness among partners and stakeholders	-	-	-
7.	A-CDM Methods and Tools	- Define equipment requirements for A-CDM implementation integrating exchanged data - Identify the data or information to serve as a database for information sharing - Propose a solution for securing information flows	-	-	-
8.	Stakeholder Memorandum of Understanding (MOU) on Information Sharing	- Establish the terms of reference for the memorandum of understanding (MOU) - Identify the data to be subject to information sharing in the MOU - Propose a memorandum of understanding between the stakeholders	-	-	-
9.	Implementation of the Concept of Operations of A-CDM	-	-	-	-
10.	Benchmarking	-	-	-	-
11.	Performance Indicators	- Determine the strategic objective - Determine key performance indicators	-	-	-
12.	Cost-Benefit Analysis	- Conduct a cost assessment of A-CDM implementation - Conduct a benefit assessment of A-CDM implementation	-	-	-

Chapter 4 -Implementation phase
Attachment 4.4

	OBJECTIVE	ACTION	RESPONSIBLE	DEADLINE	STATUS
13.	Project Risks and Mitigation Measures	- Assess the risks of the A-CDM project - Identify mitigation measures for the A-CDM project	-	-	-
14.	A-CDM Implementation Roadmap	- Develop a roadmap for A-CDM implementation above actions, acceptance test et operations survey	-	-	-