

Pre-Implementation Steps

Prior to actually beginning detailed implementation of the EMS elements, the organization must first evaluate what needs to be done, in order to accurately plan time and resource allocation. This pre-implementation phase consists of the following tasks:

- Scope of EMS Identified: Where the breadth of the EMS is defined. This includes identifying which sites and operations will be included in the EMS.
- Gap Analysis: Where the current status of the organization is assessed relative to pre-agreed upon criteria. The criteria could be ISO 14001, or any other EMS model.
- Implementation Planning: Where the detailed schedule for implementation is described. This includes milestones, projected completion dates, and resource needs (funding, staff, and external support).
- Management Orientation: Where top management is briefed on current organizational status and resource and time needs to accomplish successful implementation. Management would then be expected to acknowledge the plan and provide the necessary support and resources. Management then makes the final go/no go decision.
- Resources Allocation: Where resources are formally allocated.
- Identification of Implementation Team
- Kick Off of Implementation

Each of these steps can also be evaluated as to where the organization is. This would allow the organization to report on its status of readiness to *begin* implementation. Such reporting may be useful for organizations or sites that have not yet begun implementation of EMS elements, but need to declare status in regard to the Executive Order data call.