

YOUR TECHNOLOGY IMPLEMENTATION CANVAS

By Megan Torrance

Introduction

This guide helps project leaders and implementation teams successfully launch technology solutions by providing a simple, structured canvas for planning and execution.

Why It Matters:

- ✔ Greater Alignment: Ensure every stakeholder is on the same page from day one.
- ✔ Fewer Surprises: Surface critical dependencies, barriers, and risks early.
- ✔ Faster Implementation: Stay focused on outcomes, milestones, and adoption.
- ✔ Better User Experience: Design technology rollouts with real user needs in mind.

How to Use This Guide

- Work Sequentially: Each section builds a complete picture of your implementation plan.
- Collaborate Across Teams: Engage business, technical, and end-user stakeholders as you fill it out.
- Update Frequently: Use the canvas as a living document that evolves with the project.
- Stay Outcome-Focused: Always tie activities back to business goals, user adoption, and long-term success.

Document your process directly on the canvas or use it to guide planning workshops and kickoff meeting

THE PROJECT

Technology Solution or Service Description <i>What is the name of this project?</i>	Implementation Team & Lead <i>Who is responsible for the success of this project?</i>	Sponsor / Partners <i>What senior leader is sponsoring the project and who else will you need for the project to be successful?</i>
Implementation Timeline <i>How long do you have to complete the project? Are there important milestones?</i>	Dream Outcome <i>What will the headline be after rollout if this project is wildly successful?</i>	

THE BUSINESS

Business <i>What is the value of this technology to your business? How does it support business outcomes?</i>	User Experience <i>What will the user experience be like using this technology? Make sure to think about all user types.</i>	Impact <i>What are other areas of the organization that may be impacted by the role out of this technology?</i>
Learning Model <i>What types of learning will this technology support in your organization? What will it not support?</i>	Dependencies <i>What other people/teams/systems do you need to work with in order for this technology to work?</i>	Signals <i>What shifts or trends in the organization/industry will affect this technology?</i>

THE PEOPLE			
Partners / Teams Involved in Implementation <i>Who else is involved? Who should be?</i>	Role / Responsibilities <i>What are the roles and responsibilities of each partner and / or team involved?</i>	Level of Effort (Low, Medium, High) <i>What is the level of effort needed from them to meet milestones / goals?</i>	Av ailability <i>Do they have capacity to take on this project?</i>

	Business / Sponsor	Internal Team	Manager of End User	End User
Barriers / Constraints to adopt the tech.				
Awareness of the need for change				
Desire to participate and support change				
Knowledge on how to change				
Ability to implement required skills and behaviors				
Reinforcement to adopt the tech.				

THE TECHNOLOGY					
Ecosystem Map & Data Connections <i>What are the related and connected systems?</i> <i>How does data flow?</i>	Vendor Role & Capabilities <i>Implementation</i> <i>Hypercare</i> <i>Support</i>		Iterative Implementation Plan		
			Vanilla Iteration <i>A testable MVP</i>	Fudge Ripple Iteration <i>A little fancier for rollout</i>	Super Sundae Iteration <i>The best ever version</i>
	Historical Data to Convert <i>What data must move over to the new system?</i>				
	Other Simultaneous & Related Implementations <i>What else is going on? What are the priorities?</i>				