**Implementation Checklist**

This worksheet will guide your team through strategies needed to implement a change. This will be a useful resource for your team to consider as you plan how to implement and sustain a change in your system.

**Team:**

**Briefly describe the change to be implemented:**

**Before planning for implementation:**

**Implementation dates:**

**Predicted impact of change on key measures:** List the key measures tied to this change and what results your team is expecting after implementation

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Measure** | **Current Level of Performance** | **Predicted level after change** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |

**Processes, products, services, or programs affected by the change:** List the key processes that implementing this change may impact.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Processes, products services, or programs affected** | **Responsible Person** | **# of People Affected** | **Change in Standard? *Yes/No*** | **Predicted Acceptance*High/Med/Low*** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**Documentation of Change:**

* Materials/forms defined. Comments:
* Procedure defined. Consider creating process maps that clarify who does which steps of

 a new process Comments:

* Changes in job descriptions, responsibilities, and performance standards/review:

 Comments:

**Impact on Training:**

* Training procedure defined for implementation. Involve current staff in developing the

 training plan: Comments:

* Training resources allocated. Comments:
* Training schedule complete. Comments:
* New employee training procedure complete. Comments:

**Measurement Required:**

* New measurements defined. Comments:
* Measurement procedures defined. Continue to collect and graph data on a run chart

 regularly (weekly or monthly) over time to ensure results are sustained Comments:

* Measurement review scheduled with responsibilities. Think about plan if you see a drop

 in the data Comments:

* Monitoring and analysis of data responsibility assigned. Comments:

**Communication Required:**

* Provide information on why the change is being made. Strategies include empathize with anxiety; show how the change aligns with aims of HV program; show the link between the change and the needs of families and communities Comments:
* Provide information on how the change will affect people. Strategies include share results from testing discuss benefits; be prepared to answer questions; include members of the team who tested the change. Comments:
* Publicize the change and consider who messengers will be Strategies include share project results and learning through pictures data, stories, show appreciation for those implementing the change. Comments:
* Create the will. Strategies include create dissatisfaction with current state; Ask leaders and key staff to publicly support the change; define plan with key milestones; Express confidence in success. Comments: